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From the President

To the University Community—

We at Penn State are committed to providing a safe campus environment, and we ask that everyone takes ownership of this goal. Over the years and in myriad ways, Penn State has undertaken many important institutional efforts to address safety issues, including this publication. I urge you to review the information about campus safety measures, reporting crimes and other emergencies, as well as the procedures and policies designed to protect our University community. We have no greater priority than the safety of our students, faculty, staff, and visitors to our campuses, but a truly safe campus can only be achieved through the cooperation of everyone. Thank you for attention to this very important mission.

Eric J. Barron
President

From the Chief of Police,
Penn State Berks

To the Penn State Berks Campus Community—

On behalf of the members of the University Police at Penn State Berks, I want to thank you for your interest in our annual publication “Policies, Safety & U.” The report contains valuable information concerning our campus community and complies with important provisions of the Clery Act. We encourage you to review the information we have made available to you in this annual publication. In the report, you will find information about our organization, the description of the services that we provide at Berks Campus, our strong commitment to victims of crimes and the specific extensive services we make available to crime victims. In addition, you will find important information about security policies and procedures on the Penn State campuses, crime data, and crime prevention information. We partner with other Departments at the University that have a critical role in fostering campus safety, including the Office of Student Affairs, Environmental Health & Safety, and other University offices. Additionally, a cooperative relationship is maintained by the University Police at Penn State Berks with surrounding Law Enforcement agencies. These include the Spring Township Police Department, Wyomissing Police Department, Reading Police Department, the Pennsylvania State Police, and other county, state, and federal agencies. Victims of crime are encouraged to report the incident to the University Police at Penn State Berks, the Office of Student Affairs or the local police department. We continue to provide the highest quality of public safety services to the Berks Campus community. The members of the University Police at Penn State Berks are committed to making our campus a safe place in which to live, work, and study.

Kevin Rudy
Chief of Police, University Police at Penn State Berks

Accessibility to Information and Non-Discrimination Policy

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action, Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Email: kfl2@psu.edu; Tel 814-863-0471.
PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

University Police at Penn State Berks prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act using information maintained by University Police at Penn State Berks, information provided by other University offices such as Student Affairs, Residence Life, Office of Student Conduct, Campus Security Authorities, and information provided by local law enforcement agencies surrounding the Penn State Berks campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by Penn State University. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

The University distributes a notice of the availability of this Annual Security Report and Annual Fire Safety Report by October 1 of each year to every member of the University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting University Police at Penn State Berks at 610-396-6111 or by visiting http://www.police.psu.edu/cleryact/.

ABOUT THE DEPARTMENT OF POLICE SERVICES

Role, Authority, and Training

University Police at Penn State Berks is responsible to the Chief Operating Officer. The department consists of a Chief, seven full-time Police Service Officers, two part-time Officers, a full-time staff assistant and a part-time staff assistant. The department provides the campus with police and safety services twenty-four hours a day, seven days a week.

The police officers at Penn State Berks:
• Have a bachelor’s degree or equivalent;
• Complete a training course required of all municipal police officers in Pennsylvania;
• Officers receive approximately one hundred hours per year of in-service training, specializing in Law Enforcement related topics. Those topics include educational information, Environmental Health and Safety training, emergency first aid, CPR/AED, weapons and tactics;
• Officers are commissioned under the Administrative Code of 1929 and the Municipal Police Officers Education and Training Law (Act 120 of 1974) and have the same authority as municipal police officers in the Commonwealth, being authorized to carry firearms and empowered to make arrests. University Police and Public Safety at Penn State Berks investigate all criminal incidents. All crimes that occur on Berks Campus or University property shall be reported to University Police at Penn State Berks.

Penn State Berks Police and Public Safety Mission Statement:
“Protecting our community through professional service, education, diversity and ethical accountability by promoting safety and security.”

Safety, Our Number One Priority

The University takes great pride in the community at Penn State Berks and offers students, faculty and staff many advantages. This community is a great place to live, learn, work, and study; however, this does not mean that the campus community is immune from problems that arise in other communities. With that in mind, Penn State has taken progressive measures to create and maintain a safe environment on campus.

Though the University is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when living, working, or visiting on campus.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

Berks University Police does not have a formal Memorandum of Understanding, or other written agreement, with outside state or local law enforcement agencies. University Police maintains a cooperative relationship with all surrounding police departments, including the Spring Township Police Department, Wyomissing Police Department, Reading Police Department, the Pennsylvania State Police, and various other state, county, and federal agencies. This cooperation includes interaction in various training programs, the use of joint radio systems, coordination of coverage for special events, calls for service, emergencies, specialized Law Enforcement Services (ex: accident reconstruction, drug enforcement, bomb threats, etc.) and, most important, a cooperative effort when investigating serious incidents.

We encourage victims of crime to report the incident to Police Services, Office of Student Affairs or the local police department.
Crimes Involving Student Organizations at Off-Campus Locations
Penn State Berks does not have any recognized student organizations with off-campus locations.

REPORTING CRIMES AND OTHER EMERGENCIES
The University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to law enforcement and to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire Penn State Berks Campus community that you immediately and accurately report all incidents so that the University Police at Penn State Berks can investigate the situation and determine if follow-up actions are required, including issuing a Crime Alert or emergency notification.

Voluntary, Confidential Reporting
If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage University community members to report crimes promptly and to participate in and support crime prevention efforts. We also encourage University community members to report crimes when the victim is unable to make the report. The University community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personal identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report and Annual Fire Safety Report. In limited circumstances, the department may not be able to assure confidentiality and will inform you in those cases.

Reporting to Police Services
We encourage all members of the Penn State Berks Campus community to report all crimes and other emergencies to University Police at Penn State Berks in a timely manner. You may reach Penn State Berks Police Services during normal business hours at 610-396-6111, 24-hours-a-day by dialing our pager number 610-856-4822 and then entering your return phone number from a touchtone phone. Although many resources are available, Penn State Berks Police Services should be notified of any crime, whether or not an investigation continues, to assure the University can assess any and all security concerns and inform the community if there is a significant threat to the University community.

Emergency Phones
The University has installed more than twenty-three emergency phones throughout Berks campus. Ten of the phones are located at entrances to the residence halls. The other phones are located throughout the campus grounds and can be easily recognized by the blue light mounted above them. Each phone is equipped with an “emergency” button, which automatically dials the Berks County 911 center. This allows citizens to quickly report emergencies or criminal activity directly to the police. Please visit http://bk.psu.edu/information/map.htm.

Anonymously
If you are interested in reporting a crime anonymously, you can utilize the University Police’s online crime reporting website, which can be accessed at http://www.police.psu.edu/psu-police/report-crime.cfm. It is our policy to attempt not to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. You can also submit tips through Pennsylvania Crime Stoppers at 1-800-4-PA-TIPS or via the website.

Reporting to Other Campus Security Authorities
While the University prefers that community members promptly report all crimes and other emergencies directly to University Police at Penn State Berks or 911, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities” (CSA). The act defines these individuals, among other individuals, as “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”
While the University has identified several CSAs at the Penn State Berks Campus, we officially designate the following offices as places where Berks campus community members should report crimes:

<table>
<thead>
<tr>
<th>Official</th>
<th>Campus Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police at Penn State Berks</td>
<td>112 Luerssen Building</td>
<td>610-396-6111</td>
</tr>
<tr>
<td>Sr. Director of Student Affairs</td>
<td>14 Perkins Student Center</td>
<td>610-396-6065</td>
</tr>
<tr>
<td>Berks Campus Human Resources</td>
<td>104 Peiffer Farm House</td>
<td>610-396-6038</td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td>19 Perkins Student Center</td>
<td>610-396-6076</td>
</tr>
<tr>
<td>The Office of Residence Life, including all RA's, PAs, ADs, &amp; RLCs</td>
<td>102 Ivy House</td>
<td>610-396-6290</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>328 Boucke Building</td>
<td>814-863-0471</td>
</tr>
</tbody>
</table>

**Pastoral and Professional Mental Health Counselors**

According to the Clery Act, pastoral and professional mental health counselors who are appropriately credentialed and hired by Penn State to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the University encourages pastoral and professional mental health counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

**TIMELY WARNING REPORTS**

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, University Police issues a “Timely Warning.” University Police will generally issue a Timely Warning for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. University Police will post these warnings through a variety of ways, including but not limited to posters, emails, and media. The University also has the ability to send text message alerts to those who register their cell phone numbers. The text messaging can be a very effective way to send important information to the campus community.

The purpose of these Timely Warnings is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents. The University will issue Timely Warnings whenever the following criteria are met: (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: (1) Clery Act crimes that are reported to any campus security authority or the local police; or (2) the University determines that the incident represents an ongoing threat to the campus community.

Additionally, University Police at Penn State Berks may, in some circumstances, issue Timely Warnings when there is a pattern of crimes against persons or property. At Penn State Berks, the Chief Operations Officer in consultation with the Chief of University Police and Public Safety at Penn State Berks will generally make the determination that a Timely Warning is required. For incidents involving off-campus crimes, the University may issue a Timely Warning if the crime occurred in a location used and frequented by the University student population.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

**Emergency Management at Penn State University**

The Office of Emergency Management assists departments and campuses with developing, maintaining, and implementing emergency operations plans, developing and conducting exercises, hazard and risk education, and building partnerships with external response agencies. The Office of Emergency Management is responsible for assisting with and coordinating the University’s overarching mitigation, preparedness, response, and recovery programs.

Each campus within the Penn State University system maintains an emergency management program. Within the context of these programs, each campus develops and distributes emergency response procedures to students and employees. These procedures are maintained and distributed in a variety of ways. Some campuses post the information in hallways and classrooms; others have this information available on their website. Pamphlets and brochures with emergency response information are available at all locations through the campus’s security or police department.

**Drills, Exercises, and Training**

To ensure the campus’s emergency management plans remain current and actionable, the campuses conduct at least one exercise annually. These exercises include, but are not limited to: tabletops, drills, functional, or full-scale. The campuses conduct after-action reviews of all emergency management exercises. The Office of Emergency Management works with each campus location to develop exercises scenarios and schedules and coordinates these events with local, state, and federal response agencies as well as stakeholders.

In conjunction with at least one emergency management exercise each year, the campus will notify the appropriate campus community of the exercise and remind the community of the University’s PSUALERT system and emergency response procedures.

**Emergency Notification**

Penn State University is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The Pennsylvania State University uses the emergency notification system RAVE to provide alerts via PSUALERT. PSUALERT is an emergency notification service available to students, faculty and staff. PSUALERT is a closed, opt-out system. PSUALERT can be used to send emergency messages within minutes of the occurrence of an incident. Alerts sent by PSUALERT are simulcast to the University community via our news wire www.news.psu.edu, Penn State’s Facebook page, Twitter, or at the subscriber’s choice, his/her cellular or land-line telephone. Individual Twitter accounts for all twenty-three locations are available to individuals that do not have Penn State e-mail addresses. All Penn State e-mail addresses are automatically in the system and cannot be removed by the user. All of the twenty-three campuses have full access to PSUALERT for posting.
Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:
The Department of Police and Public Safety and/or other campus Institutional Officials may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, Institutional Officials become aware of these situations when they are reported to the campus police or security department or directly to an Institutional Official.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors in the Department of Police and Public Safety or other Institutional Official to issue an emergency notification.

The campus’s authorized representatives will immediately initiate all or some portions of the campus’s Emergency Notification Annex. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the campus may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the campus will issue the emergency notification to the campus community without delay.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:
Campus and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The responsible campus authorities will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Determining the Contents of the Emergency Notification:
Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest-impact emergencies based on a campus’s Hazard Vulnerability Analysis (HVA). These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases where there are no predetermined templates in the system, the individual may use the “custom” template to craft a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

Procedures Used to Notify the Campus Community:
In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency. These methods of communications include the mass notification system PSUAlert, which may include: SMS, e-mail, voice, RSS, Twitter, and Facebook. We may also use verbal announcements within buildings, public address systems, fire alarms, and, posting to websites as described in the Emergency Notification Annex.

Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community):
If the campus activates its emergency notification annex in response to a situation that poses an immediate threat to members of the campus community, the appropriate offices at the campus will notify the larger community about the situation and steps the campus has taken to address the emergency. Primarily, campus communicators/news and media relations is responsible for crisis communications and for updating notices on Facebook, Twitter, and other social networking platforms and for maintaining communications with news outlets, distribution of press releases, and scheduling of press conferences.

Enrolling in the University’s Mass Notification System PSUAlert:
We encourage employees and students of the campus community to enroll in PSUAlert. All employees and students with an access account and psu.edu e-mail automatically have their psu.edu e-mail enrolled in the system. They are encouraged to visit the PSUAlert portal at http://psualert.psu.edu and add phone numbers and additional e-mails. Members of the larger community are encouraged to follow us on Twitter, Facebook, or our websites.

SECURITY OF AND ACCESS TO PENN STATE BERKS FACILITIES
At Penn State Berks, administrative offices are open from 8:00 a.m. until 5:00 p.m. with other campus facilities generally open from 7:00 a.m. until 11:00 p.m. These facilities are intended for use by students, employees, and guests of the University. Access to classrooms is limited to students.

Emergency phone numbers for police, fire and ambulance are posted throughout campus buildings in conspicuous places so students, employees and guests can report criminal or suspicious incidents or emergencies.
Special Considerations for Residence Hall Access

Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident’s responsibility to ensure that his or her guest is aware of University and residence hall policies. It is each residents’ and staff member’s responsibility to challenge or report individuals who cannot be identified as residents or guests of a resident. Police Services responds to reports of unidentified persons in the residence hall.

The exterior doors to the residence halls are equipped with an electronic access control system. Residents gain access by swiping their Penn State ID card through a reader to unlock the door. Rooms are equipped with deadbolt locks and all windows in student rooms can be locked. A telephone is located outside each building to enable visitors to contact residents.

Residential Halls

The Berks campus offers on-campus housing to 805 students. The residential halls are supervised by three live-in professional staff members and they are assisted by twenty-three undergraduate student resident assistants. All staff members are trained to address safety and welfare issues related to residential life.

At the beginning of each semester, resident assistants discuss policies and procedures, including safety and security, with the residential students. Students have access to Policies and Rules for Students and Terms, Conditions, and Regulations of the Housing Contract, which describe various housing and security regulations and their enforcement. Residents are expected to be familiar with all polices and rules governing residential student life.

At Berks Campus, men and women live in the same residence hall in separate suites. It is possible to change room assignments for a number of valid reasons including medical need (with appropriate documentation), emergency, (after discussion with residential hall staff) and direct room exchange with a student of the same gender.

Security Considerations for the Maintenance of Campus Facilities

University facilities are well-maintained and their security given consistent attention in the interest of faculty, staff, and students. People have access to buildings for study, work, or teaching, and sponsored recreational and social use only. Therefore, only those who have approval are issued keys to a building.

Landscaping and outdoor lighting on campus are designed for security, with the attempt to provide pedestrians peace of mind. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Grounds keeping personnel trim shrubs from sidewalks, walkways and building entrances to provide a well-lighted route to buildings. All campus walkways are inspected at least twice a year to ensure adequate lighting. Inoperative lights are promptly repaired.

As needs are identified, new sidewalks are installed. New street lights and pedestrian walkway lights are added as new parking areas and walkways are developed or as roadways are changed and playing fields are relocated.

We encourage community members to promptly report any security concern, including concerns about locking mechanisms, lighting, or landscaping to the University Police at Penn State Berks at 610-396-6111 or 24-hours-a-day by dialing our pager number 610-856-4822 and then entering your return phone number from a touchtone phone.

PENN STATE’S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Pennsylvania State University does not discriminate on the basis of sex in its educational programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender based or not and include dating violence, domestic violence, and stalking. As a result, The Pennsylvania State University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and how these events are reported to a University official. In this context, The Pennsylvania State University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community.

Our Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking

The University does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, University policies (http://guru.psu.edu/policies/AD85.html), and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of Student Conduct and/or those outlined in applicable University policies (please refer to Policy AD85 Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct). Please visit http://studentaffairs.psu.edu/womenscenter/awareness/rapeandassault.shtml to review procedures, policies, and protocols for reporting and addressing allegations of student sexual misconduct. Penn State’s Sexual Harassment and Assault Reporting and Education website is also intended to provide assistance in obtaining information and identifying resources for anyone who becomes aware of or have experienced sexual harassment and assault at http://title-ix.psu.edu/.

• Penn State will pay for all basic sexual assault-related care for students who receive care at the Reading Hospital & Medical Center emergency room at 6th Avenue and Spruce Street – 610-988-8000.

• A Victim Resource officer is available to all victims of crimes. The VRO will provide support and guidance to victims and enable them to receive advocacy, information, and assistance both judicially and academically.

• On-campus, confidential counseling services are available to students through Counseling and Psychological Services (CAPS).

• “Trauma Drop” is a special procedure that may enable a victim of sexual assault, dating violence, domestic violence, stalking, or other life traumas to retroactively withdraw from a semester or individual courses.
What is Consent?
Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking

Sexual Assault: Sexual assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the victim's effective consent.

Rape: Is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Rape also occurs when a person engages in sexual intercourse with a person by forcible compulsion or the threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or when a person is unconscious or where the person knows that the victim is unaware that the act is occurring.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Domestic Violence is currently not specifically defined by Pennsylvania state statute, however family abuse is. Abuse is defined as the occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
2. Placing another in reasonable fear of imminent serious bodily injury.
3. The infliction of false imprisonment pursuant to 18 Pa.C.S. § 2903 (relating to false imprisonment).
4. Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).
5. Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

Dating Violence: Means violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

1. The length of the relationship.
2. The type of relationship.
3. The frequency of interaction between the persons involved in the relationship.

Dating Violence is currently not specifically defined by Pennsylvania state statute.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. A person commits the crime of stalking when the person either:

1. Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
2. Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking

After an incident of sexual assault, it is important to seek medical attention as soon as possible. In Pennsylvania, evidence may be collected even if a victim chooses not to make a report to law enforcement. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. Victims of sexual assault, domestic violence, stalking and dating violence are also encouraged to preserve physical and medical evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking or in obtaining a protection order. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report, and victims have the right to decline involvement with the police. Whether a victim reports the crime to the
police, or not, if the alleged offender is a member of the University community, the victim has a right to proceed to seek University discipline against the offender as explained in more detail at AD85.

To criminally report an incident involving a sexual assault, domestic violence, stalking, and dating violence, contact the Penn State University Police/Public Safety Department and/or local law enforcement. The University will assist any victim with notifying local police if they so desire, including assisting a victim with making a police report. Making a police report can involve calling or visiting through the local police agency to initiate a report. A victim of domestic violence, dating violence, sexual assault or stalking who proceeds through the criminal process has the following rights, which, upon request, will be provided to a reporting student or employee in writing, regardless of where the crime occurred:

• To receive information concerning available services for victims;
• To be notified of certain significant actions and proceedings pertaining to your case;
• To be accompanied at all public criminal proceeding by a victim advocate, family member or another person;
• In cases involving personal injury crimes, burglary, and crimes relating to driving under the influence which involved bodily injury, the victim may offer prior comment on the potential reduction or dropping of any charge or changing of a plea;
• To offer prior comment on the sentencing of a defendant to include the submission of a written and/or oral victim impact statement;
• To be restored, to the extent possible, to the pre-crime economic status through restitution, compensation, and the return of property;
• Where applicable, to obtain an order of protection, no contact order, restraining order, or other similar lawful order issued by a criminal, civil or tribal court, or a no contact directive from the University. The University will, when appropriate, issue a no contact directive.
• If personal injury results from the incident, and the offender is sentenced to a state correctional facility, the victim has the opportunity to provide prior comment on and to receive state post sentencing release decisions (work release, parole, pardon, or community treatment center placement) and to be provided immediate notice of escape of the offender;
• If personal injury occurs from the incident and the offender is sentenced to a local correctional facility, the victim has the right to receive notice of release of the offender (including work release, furlough, parole, pardon, community treatment center placement) and to be provided with immediate notice of the escape of the offender;
• Where the offender is subject to a PFA order and is committed to a local correctional facility for a violation of the order or for a personal injury crime against a victim protected by the order, the victim has the right to receive immediate notice of the release of the offender on bail;
• When an offender is committed to a mental health facility from a state correctional institution, the victim has the right to notice of the discharge, transfer, or escape of the offender from the mental health facility; and
• The victim has the right to have assistance in the preparation of, submission of and follow-up on financial assistance claims to the Crime Victim’s Compensation Program.

Moreover, to the extent of the victim’s cooperation and consent, university offices will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, and assistance in notifying appropriate local law enforcement, which, where appropriate and requested and to the extent permissible by law, will be kept confidential. All options for accommodation will be provided to the complainant in writing upon request. The University will make available accommodations regardless of whether the complainant chooses to report the crime to campus police or local law enforcement. Additionally, in most cases and consistent with other federal law, personal identifiable information about the victim, and other necessary parties where appropriate, will be treated as confidential and shared only with persons with a specified need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The University does not publish the name of the crime victims nor house identifiable information regarding victims in the campus police department’s Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by completing a Request to Withhold Directory Information from posted on the Office of the University Registrar’s website at http://www.registrar.psu.edu/student_forms/withhold_dir_info.pdf.

Risk reduction, warning signs of abusive behavior and future attacks

No victim is EVER to blame for being assaulted or abused. Unfortunately, studies show that a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to reduce the risk of a potential attack.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner;
2. Constantly watching what you say to avoid a “blow up;”
3. Feelings of low self-worth and helplessness about your relationship;
4. Feeling isolated from family or friends because of your relationship;
5. Hiding bruises or other injuries from family or friends;
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone);
7. Being monitored by your partner at home, work or school; and
8. Being forced to do things you don’t want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center or Health Center for support services
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with Campus Police and/or the Title IX Coordinator and ask for a “no contact” directive from the University to prevent future contact.

4. Consider getting a protection from abuse order or no contact order from a local judge or magisterial justice.

5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.

6. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

**Sexual Assault Prevention (From RAINN)**

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

**Traveling around campus (walking)**

- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed on the campus.
- Be aware of open buildings where you can use a phone.
- Keep some change accessible just in case you need to use a pay phone.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if you believe that lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Walking back from the library very late at night is sometimes unavoidable, so try to walk with a friend.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain.
- If walking feels unsafe, try calling campus security.

**University Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

You have other options (information about which can be provided to you in writing upon request), in addition to, or in the alternative to, contacting University Police regarding sexual assault, domestic violence, dating violence and stalking.

Concerns about conduct by a student or student group that may violate this Policy may also be reported to:

Danny Shaha, Senior Director, Office of Student Conduct and Deputy Title IX Coordinator
120 Boucke Building, University Park, PA 16802
Phone: 814-863-0342
Email: jds49@psu.edu

Concerns about conduct by an employee or third-party that may violate this Policy may also be reported to the Affirmative Action Office / Title IX Coordinator at:

Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action and Title IX Coordinator
328 Boucke Building, University Park, PA 16802
Phone: 814-863-0471
Email: kfl2@psu.edu

Concerns about conduct by a student or student group may also be reported to the Title IX Coordinator in addition to or in lieu of contacting the Deputy Title IX Coordinator.

Concerns about conduct by an employee, third-party or student at the Penn State College of Medicine that may violate this policy should be reported to the College Deputy Title IX Coordinator at:

Kim Lantz Yoder, Equity Officer
Office for Diversity, C1747N
Penn State College of Medicine, 500 University Drive, Hershey, PA 17033-0850
Phone: 717-531-0003 ext. 283353
Email: klyoder1@psu.edu

Concerns about conduct by a student or student group that may violate this Policy may also be reported to:

Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action and Title IX Coordinator
328 Boucke Building, University Park, PA 16802
Phone: 814-863-0471
Email: kfl2@psu.edu

Concerns about conduct by an employee, third party or student at the Penn State School of Law that may violate this policy should be reported to the Affirmative Action Office / Title IX Coordinator at:

Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action and Title IX Coordinator
328 Boucke Building, University Park, PA 16802
Phone: 814-863-0342
Email: jds49@psu.edu

Concerns about conduct by an employee, third-party or student at any Commonwealth Campus or other University location should follow the reporting procedures set forth above and on the University’s Sexual Harassment and Assault Reporting and Education website (http://www.psu.edu/share).

If you or someone you know is the victim of a sexual assault, domestic violence, dating violence, and/or stalking, the victim has several rights, including:

- The right to report the incident to the University Police or local authorities. The University will assist victims in notifying either the University or local police. Filing a police report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process.
In addition to the campus services listed below, several community service organizations can provide counseling, mental health, and other related services to sexual assault victims. Resources and contact information can be found on the Sexual Harassment and Assault Reporting and Education website at http://www.psu.edu/dept/aaoffice.

**Resources:**
- **Affirmative Action** – diversity education services (www.psu.edu/dept/aaoffice)
- **University Health Services** – medical treatment (http://www.bk.psu.edu/StudentServices/HealthServices/healthsvc.htm)
- **Residence Life** – support and referrals (http://www.bk.psu.edu/StudentLife/reslifestaff.htm)
- **Counseling Services** – counseling and referrals (http://www.bk.psu.edu/StudentServices/counseling.htm)
- **Office of Student Conduct** – support, referrals, and resolution of complaints (http://www.bk.psu.edu/StudentLife/judicialaffairs.htm)
- **Police Services** – safety support (http://www.bk.psu.edu/information/safety/safety.htm)
- **Penn State Berks Office of Human Resources** – (http://www.bk.psu.edu/FacultyStaff/hr.htm)
- **Employee Assistance Program** – counseling for faculty/staff (http://www.bk.psu.edu/hr/payroll/hr.htm)
- **Victim Witness Advocate** – court accompaniment
- **Community-based Rape Crisis/Domestic Violence Services** – shelter, support groups, counseling (listed in blue pages of phone book under “abuse”)
- **Pennsylvania Coalition Against Rape** – 24-hour hotline (1-800-932-4632) (www.pcar.org)
- **Pennsylvania Coalition Against Domestic Violence** – 24-hour hotline (1-800-692-7445) (www.pcadv.org)

If a victim of a sexual assault or relationship violence incident requests a change in her or his living arrangements or academic schedule, the Office of Student Conduct and other offices at the University will assist the individual with making these changes, as long as they are reasonably available. Furthermore, the University may assist victims with student financial aid assistance and/or visa/immigration assistance if requested and to the extent they are reasonably available.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – the victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s/he has a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department. Advocates from the Centre County Women’s Resource center are available to the victim to provide support.
- Get medical attention as soon as possible – an exam may reveal the presence of physical injury that the victim is unaware of. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraception is provided to all female victims at risk of pregnancy from the assault (if the victim presents within 120 hours). If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.
- Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District attorney.
- Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand her/his feelings and begin the process of recovery.

**Internal Disciplinary Procedures that will be followed once an incident of Domestic Violence, Dating Violence, Sexual Assault, or Stalking has been reported**

Sexual misconduct and relationship violence, in any form, violates the Student Code of Conduct, University policy 85, DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT AND RELATED INAPPROPRIATE CONDUCT (http://guru.psu.edu/policies/ad85.html), and may violate federal and state laws. Violations of this policy are also subject to disciplinary sanctions through the Office of Student Conduct, Affirmative Action Office, and/or the Office of Human Resources.

Reports or complaints alleging sexual assault, domestic violence, dating violence, and stalking are processed on the basis of the status of the alleged perpetrator (respondent). Reports or complaints against any University employee (faculty, staff, administrator or executive) will be processed by the Affirmative Action Office. Reports or complaints alleging discrimination or harassment of any member of the University community by individuals who are not members of the University community (e.g., third party vendors, contractors, and guests) will also be processed by AAO. Reports or complaints alleging discrimination or harassment by a student will be processed by the Office of Student Conduct (OSC). Confidential
reports can be made through Counseling and Psychological Services (www.sa.psu.edu/caps).

The Senior Director of the Office of Student Conduct (OSC) has been designated as a Deputy Title IX Officer for the University by the Assistant Vice Provost for Affirmative Action. As such, all incidents involving an alleged violation of Title IX involving students should be forwarded to the Senior Director of OSC for review. When received by the Senior Director, the information will be reviewed and the level of investigation, accommodation, and/or remedial measures already implemented as well as the potential need for a timely warning will be assessed. The Senior Director will also ensure that accommodations, resources, rights, and options are addressed with the complainant.

At any time, when a complainant expresses an interest in exploring options within the Office of Student Conduct, the process will begin with communication with the Complainant. This conversation will most often be held with an Associate Director of Student Conduct and will occur in a prompt and timely fashion.

Possible outcomes of this initial discussion include the following:

1. The incident is documented, but no further action is determined to be necessary by the Senior Director. Appropriate remedial measures will still be applied; or
2. Complainant wishes for the University to proceed with only an initial investigation to include contact with the respondent. The complainant will be eligible for appropriate remedial measures. The complainant will also be informed that if at any point in the future the complainant wishes for formal action, the complainant can request it at that time. A timeline for next steps will be reviewed, and when appropriate, additional meetings scheduled; or
3. The complainant requests that the University proceed with the formal University conduct process. The complainant will be eligible for appropriate remedial measures. Additional information necessary to proceed with the formal process will be obtained. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled.

In any of the three outcomes listed above, appropriate documentation will be completed for submission to the Title IX Coordinator and the OSC Title IX database.

There may be cases in which the information provided requires that action be taken (including initiating informal or formal action), irrespective of the desires of the complainant and in such cases, the University will take that action. In those cases, every effort will be made to explain to the complainant the rationale for moving forward and the relevant procedures and timelines, and to keep them abreast of the process. At no time, however, will the complainant be compelled to participate in the process.

Initial Investigation

When only an initial investigation is pursued, OSC staff will contact the respondent to schedule a meeting. In that meeting, OSC staff will review the following:

1. rights of the respondent,
2. the allegations,
3. the respondent’s perspective on the allegations,
4. actions requested by the complainant, if any, and
5. actions recommended by the University.

If, following the discussion, the respondent agrees to honor the complainant’s and University’s requests, and the University believes that the complainant’s requests are reasonable and appropriate, steps will be taken to complete those actions in a prompt and timely manner. Examples of such actions include, but are not limited to, counseling for the respondent, commitment to change/end the behavior, restricted activity, schedule modification, and educational intervention. The complainant will be notified of the respondent’s agreement and appropriate documentation will be completed for submission to the Title IX Coordinator and the Title IX database. No reportable disciplinary record is created. However, the information will remain on file should future concerns be reported.

When the respondent is not willing to honor the requests of the complainant or the University, a follow-up meeting will be held with the complainant to determine next steps. Although selecting the initial investigation initially, the complainant may wish to modify the request to a formal process.

Internal Disciplinary Procedures for Institutional Disciplinary Action in cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Formal Student Conduct Process

When cases involving domestic violence, dating violence, sexual assault, or stalking are reported and a formal conduct process is initiated, the University will provide a prompt, fair, and impartial investigation and resolution.

Reports will be investigated and managed by professional staff, Title IX Decision Panel members, or University Conduct Board (UCB) members who have been trained annually on issues related to domestic violence, dating violence, sexual assault, stalking, and victimization, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If it is determined that it is appropriate and necessary, a formal investigation process prior to the determination of charges and sanctions will occur. When a formal investigation process is initiated, the assigned investigator will attempt to interview all parties who have substantive information to share about the allegations and will attempt to gather all available documentation. An investigative packet containing the information received and collected will be compiled.

In sexual violence cases at University Park, the investigative packet will be forwarded to a Title IX Decision Panel whose members will make a decision of responsibility or non-responsibility based on a preponderance of evidence standard. In all other cases, the case manager will meet with the complainant and respondent, will review all available information, and will determine if there is a reasonable belief that a violation occurred. If so, charges will be assigned and sanctions will be recommended. If charges are assigned and the respondent accepts responsibility, both the respondent and complainant have the opportunity to request a sanction review.
If the respondent contests the charges (i.e., denies responsibility for one or more of the assigned charges), the matter will be forwarded to a hearing. The standard of evidence in a hearing is a preponderance-standard. In a hearing, both parties may question all witnesses. Questions may also be posed by each party to the other; however, questioning of the other party will be permitted only through the Hearing Chair.

In either the investigative model or the hearing model, the respondent and complainant may each be assisted by an advisor of their choice, pursuant to the policies outlined in the Office of Student Conduct Procedures document. In addition, each party will be allowed to submit an impact statement that will be reviewed by the UCB or Title IX Decision Panel should the respondent be found responsible for violating the Code.

Both the respondent and the complainant will be notified simultaneously, in writing, of the decision once the written outcome has been submitted to the Case Manager by the Title IX Decision Panel or UCB. Both the respondent and the complainant will be notified, in writing, of the appeal procedure, of any change to the decision that occurs prior to the time that the decision becomes final, and when the decision becomes final.

If suspension or expulsion is either assigned or was within range for the charges, both the complainant and the respondent will have the opportunity to file an appeal. At the conclusion of any appeal process, both the complainant and the respondent will be notified simultaneously, in writing, of the outcome of the process.

Employee Disciplinary Proceedings for Reports of Sexual Assault, Dating Violence, Domestic Violence and Stalking Against an Employee

In cases of reports of sexual assault, dating violence, domestic violence or stalking (as defined in AD85) against an employee (hereinafter “respondent”), a disciplinary proceeding shall be conducted. Upon completion of a formal investigation by the Affirmative Action Office (AAO), a written Determination Report will be provided to the alleged victim, respondent and the appropriate Dean or Administrative Officer or their designee, as identified by the AAO, with authority to impose disciplinary sanctions on the respondent in accordance with applicable employment policies and procedures. In consultation with the appropriate Dean or Administrative Officer, the AAO shall schedule a disciplinary meeting(s) within thirty (30) business days of the date of the Determination Report. The disciplinary meeting(s) shall afford the alleged victim and the respondent separate opportunities to comment on the conclusion and recommendations of the Determination Report. Comments may be in writing or in-person (or both) at the independent discretion of the alleged victim or respondent. Both the alleged victim and the respondent may be accompanied by an advisor of their choice throughout the disciplinary process.

Upon consideration of the Determination Report, along with any additional comments, the appropriate Dean or Administrative Officer and the AAO, in consultation with the Human Resources Representative and Employee Relations, shall render a decision. If the AAO and the appropriate Dean or Administrative Officer concludes, by a preponderance of the evidence, that a policy violation occurred, s/he/they will decide on appropriate sanctions and prepare a Disciplinary Report. The Disciplinary Report will include the disciplinary sanctions as well as remedial measures and recommendations for prevention of retaliation.

Disciplinary sanctions may include one or more of the following measures:

- Termination from the University
- Unpaid suspension
- Restrictions from all or portions of campus
- Change in working facility
- Mandated education
- Written reprimand in personnel file
- Removal from classroom teaching
- Tenure revocation
- Withhold salary increase (from one to several years)
- Removal of endowed chair
- Removal of emeritus status
- Removal of graduate school status
- Termination of research project funding
- Removal from administrative position

If the AAO and the appropriate Dean or Administrative Officer concludes, by a preponderance of evidence, that no policy violation occurred, s/he/they will prepare a Disciplinary Report and the complaint will be documented and closed. Remedial measures, accommodations for the alleged victim, and recommendations for the prevention of retaliation may be considered when no policy violation is found. Please refer to AD67 - Disclosure of Wrongful Conduct and Protection from Retaliation and/or AD85 - Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct for additional information on the prevention of retaliation.

A copy of the Disciplinary Report shall be provided to the alleged victim, the respondent, the Human Resources Representative(s) of the employee(s), and the Employee Relations Division of the Office of Human Resources within fifteen (15) business days of the conclusion of the disciplinary meeting. The AAO will maintain a copy of both the Determination Report and Disciplinary Report.

Appeal of Disciplinary Proceeding

In cases of reports of sexual assault, dating violence, domestic violence, or stalking against an employee, both the alleged victim and the respondent shall have the right of appeal from the Disciplinary Report as to findings of policy violation and appropriateness of disciplinary action and recommendations for prevention of retaliation. In cases where the respondent is a faculty member, academic administrator or other academic employees, appeal shall be to the Vice Provost for Academic Affairs. In cases where the respondent is any other (non-academic) employee, appeal shall be to the Senior Director of Employee Relations. Appeal shall be in writing within fifteen (15) business days of receipt of the Disciplinary Report, and shall list the specific matters to be appealed. Appropriate grounds for appeal are instances where procedural error or previously unavailable relevant evidence could significantly impact the outcome of a case or where a sanction is substantially disproportionate to the findings. Within fifteen (15) business days of the written appeal, the Vice Provost for Academic Affairs or Senior Director of Employee Relations shall issue a Final Determination in writing to the alleged victim, respondent, the Human Resources Representative, AAO and the appropriate Dean or Administrative Officer.
Throughout the process outlined above, the alleged victim shall be offered appropriate remedial measures and protection from retaliation. The alleged victim shall also be informed by the AAO on how to make a criminal report and how to file a complaint with the appropriate state or federal agency along with a copy of AD85.

**Burden of Proof**

As noted, the standard of evidence for determining whether a violation occurred, specifically when investigating alleged domestic violence, dating violence, sexual assault, and stalking, is “preponderance of evidence.”

**Possible sanctions or protective measures**

**Penn State may impose following a final determination of an institutional procedure**

Following a final determination of an institutional procedure regarding domestic violence, dating violence, sexual assault or stalking, the University may impose the following sanctions or protective measures:

**Students**
- Sanctions up to and including expulsion from the University
- Administrative Directives for No Contact: (Students may request a Directive for No Contact through the Senior Director of Office of Student Conduct or the Director of Residence Life)
- Restriction from portions of campus
- Change in housing assignment
- Change in course assignment
- Mandated Psychological Evaluation and/or Counseling
- Mandated Education

**Faculty/Staff**
- Employee termination from the University
- Unpaid suspension
- Restrictions from all or portions of campus
- Change in working facility
- Mandated education
- Written reprimand in personnel file
- Removal from classroom teaching
- Tenure revocation
- Withhold salary increase (from one to several years)
- Removal of endowed chair
- Removal of emeritus status
- Removal of graduate school status
- Termination of research project funding
- Removal from administrative position

**Protecting the Confidentiality of Victims**

All members of the University Conduct Board, Title IX Decision Panel, case managers and investigators have been trained in confidentiality of student records and the provisions of the Family Educational Rights to Privacy Act. Personal identifiable information about the victim, and other necessary parties where appropriate, will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The University does not publish the name of the crime victims nor house identifiable information regarding victims in the campus police department’s Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by completing a Request to Withhold Directory Information from posted on the Office of the University Registrar’s website at http://www.registrar.psu.edu/student_forms/withhold_dir_info.pdf.

**Education and Prevention Programs**

The University engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community that:

a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

c. Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania;

d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;

e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks;


The University has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; presenting programs throughout the year on at least a quarterly basis. Below is a list of some of the programs available at the Penn State Berks Campus.

- Resident Assistant (RA) Fall Training
- Role of the Peer Assistant (Counselor Ed 304)
• Berks Women In Crisis provides sexual assault training during the Resident Assistant Training Class (Counselor Ed 302)

• Berks Women in Crisis also presents each year during the first semester a program called “The Link Between Alcohol and Sexual Assault.”

• An interactive workshop with two incoming freshman groups the beginning of each academic year called the “String Game.” This activity addresses sexual assault, consent, sexual health, and identifies risky behaviors.

• An interactive workshop called “Draw the Line.” It addresses sexual harassment.

• “Get Some” is a monthly show about health with a human sexuality emphasis.

• “GET THE FACTS” Drug & Alcohol Panel, includes local resources in the community and on campus, who answer questions after the Resident Assistants perform vignettes on drug and alcohol related situations.

• Rape Aggression Defense System (RAD) – in collaboration with University Police. A free 12-hour course for enrolled women students through CWS’ Giardini Endowment.

• Sexual Assault Familiarization Exchange System (SAFE) – in collaboration with University Police. A free 2-hour course by request.

• Student affairs campus training and inclusion of campus resources from the CWS website: http://studentaffairs.psu.edu/womenscenter/resources/ccsar.shtml.

Sex Offender Registration — Campus Sex Crimes Prevention Act

Megan’s Law

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community. In jurisdictions where the Pennsylvania State Police is the primary law enforcement agency, members of the general public may make such requests at the local Pennsylvania State Police Station in that community. This information is also available on the Pennsylvania State Police “Megan’s Law” website (http://www.pameganslaw.state.pa.us).

CAMPUS SECURITY POLICIES; CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

In addition to the many programs offered by University Police and other University offices, the University has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Behavioral Threat Management Team

In order to enhance emergency preparedness and prevention efforts, Penn State has established a Behavioral Threat Management Team (BTMT). The objective of the BTMT is to systematically identify, evaluate, and manage potentially threatening situations, including persons of concern, at the University. The multidisciplinary team is composed of people from University campuses and surrounding communities.

In addition to the BTMT at the University Park campus, each Commonwealth campus also has a team, responsible for managing concerning situations on their respective campuses. While the Commonwealth campus BTMTs may consult with the University Park team at any time, more serious and complex cases are managed in consultation with the University Park BTMT.

If you would like further information about the BTMT, please visit the Behavioral Threat Management website at http://btmt.psu.edu.

Weapons Policy

The possession, carrying, and use of weapons, ammunition, or explosives is prohibited on University-owned or -controlled property.

The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the University. At some campuses, University Police provides storage facilities for the personal weapons of members of the University community. Failure to comply with the University weapons policy will result in disciplinary action against violators.

Pennsylvania Crime Victim Rights

Your Rights as a Crime Victim:

As a victim of crime in the Commonwealth of Pennsylvania, you have rights. Also, you can expect to receive information, practical and emotional support, and be able to participate in the criminal justice process. These standards were created to make sure that you are treated with dignity and respect at all times, regardless of your gender, age, marital status, race, ethnic origin, sexual orientation, disability, or religion.

You have the right to be told…

• About basic services available to you in your county

• About certain court events, including information on bail, escape of offender, release of an offender

• About the details of the final disposition of a case

You have the right to receive…

• Notice of the arrest of the offender

• Information about restitution and assistance with compensation

• Accompaniment to all criminal proceedings by a family member, a victim advocate, or a support person

You have the right to provide input…

• Into the sentencing decision and to receive help in preparing an oral and/or written victim impact statement
• Into post-sentencing decisions
Please see the resource list for local victim assistance options.

For more information about your detailed rights or to file a complaint if you believe your rights have been violated, please contact: The Pennsylvania Crime Victims Office at http://pcv.pccd.pa.gov/Pages/default.aspx#.VaaMafn17OQ.


**Student Conduct**

**The Office of Student Conduct**
The mission of the Office of Student Conduct is to promote a safe, orderly, and civil University community and to encourage and inspire students to become good citizens by engaging in personal responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

**The Student Code of Conduct**
The Office of Student Conduct is responsible for administering the Student Code of Conduct, which articulates the behavioral standards and the equitable procedures employed by the University to respond to allegations of student misconduct.

The Code of Conduct is administered at all Penn State campuses on University property (excluding the Law School) and may also address off-campus student misconduct when a student’s behavior affects a Substantial University Interest.

Students who are found responsible for violations may be subject to sanctions ranging from Conduct Conversation or Conduct Probation to Suspension or Expulsion from the University. Students residing in University housing may also lose the privilege of living on campus.

In most cases, the Office of Student Conduct will also assign developmental and educational interventions designed to promote greater awareness and improved decision making for students and to further deter future misconduct.

The University will, upon written request, disclose to an alleged victim of a crime of violence or non-forcible sexual assault the report on the results of any disciplinary proceeding conducted by the University.

In instances where a student’s conduct, behavior, or other objective evidence provides a reasonable cause to believe a student is an immediate and significant threat to the health or safety of others, to property of the University or others, to disrupting essential campus operations, or to the student’s own health or safety, the Office of Student Conduct may assign an Interim Suspension and/or other interim actions that are designed to protect the health and safety of the community and members therein.

The Office of Student Conduct is also responsible for conducting pre-admission, re-enrollment, and continuing enrollment reviews for prospective, returning or current students with known behavioral problems. Any individual or entity may submit reports alleging student misconduct to the Office of Student Conduct or the OSC designee at the campus where the incident occurred. At Penn State Berks please contact the Director of Campus Life.

The Office of Student Conduct also provides outreach programming designed to inform and educate students and to promote the Penn State Principles. Please visit the Office of Student Conduct website at http://studentaffairs.psu.edu/conduct, where you can find the Student Code of Conduct, Parental Notification Policy, Student Records Policy, and links to all policy and procedural guidelines related to the Student Conduct process. Students are encouraged to take the “Know the Code” quiz located on the Student Conduct website.

**Additional Information Regarding the Student Code of Conduct**
The Pennsylvania State University is obligated to provide all students with the University regulations, policies, and procedures governing student conduct. Penn State policies and procedures, including the Code of Conduct for Students and the Off-Campus Misconduct Policy, are published on the Student Conduct website, http://studentaffairs.psu.edu/conduct.
If you have additional questions, special needs, or wish to request a hard copy of this information, please contact the Office of Student Conduct at University Park.

This publication, as well as University regulations and policies and procedures governing student conduct, is available on the “Policies and Crime Statistics” channel of the Penn State Portal (https://portal.psu.edu).

**Parental Notification Policy**

The University reserves the right to report student discipline information to the parents or legal guardians of students.

Federal legislation authorizes Penn State to disclose disciplinary records concerning violations of the University’s rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21, regardless of whether the student is a dependent.

The University may also report non-alcohol or drug-related incidents to parents or legal guardians of dependent students under circumstances described in the Student Guide to General University Conduct and additional information concerning Parental Notification (http://studentaffairs.psu.edu/judicial/policies/parents.shtml).

**Missing Student Policy**

The Higher Education Opportunity Act of 2008 (effective August 14, 2008) requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures. The following policy and related procedures is Penn State’s official Missing Student Policy.

When it is determined that a student is apparently missing from the University, staff at Penn State, in collaboration with campus and local law enforcement, will be guided by this Missing Student Policy and standing operating procedures, to locate the student.

The entire Missing Student Protocol can be found on the Student Affairs website at: http://studentaffairs.psu.edu/conduct/pdf/missing_student_protocol.pdf. Along with the Missing Student Protocol, the formal SY42 Policy can be found at: https://guru.psu.edu/policies/SY42.html.

**Provisions**

**NOTIFICATIONS**

The Missing Student Policy requires anyone who believes a Penn State student is missing to immediately notify specific staff in the University administration, University Police, and local law enforcement. Specifically, staff in the Office of Residence Life, Assistant Vice President for Student Affairs and Student and Family Services, University Police Services and Public Safety, and the senior Student Affairs professional at a campus, should be contacted so that they can coordinate efforts to locate the student.

Penn State has developed a list of titles of persons and offices to which students, employees, or others can contact if they have reason to believe a student who lives in on-campus student housing has been missing for twenty-four hours. The list of positions, offices, and contact information to be utilized if a student is reported missing from campus is included at the end of this policy (University Contacts for Missing Students).

In addition to contacting these specific offices, anyone who has a concern that a student is missing should alert any Penn State employee who they think will aid in the investigation of a student disappearance. Beyond notifications made by campus employees to University staff, University Police, or campus security, in the absence of a campus police or campus security department, the University must refer immediately any missing student report to the local law enforcement agency that has jurisdiction in the geographical areas around the specific campus location.

**Registering and Notifying Missing Student Contacts**

In accordance with this policy, students will be notified annually that each residential student of the University has the option to confidentially designate an individual to be contacted by the Penn State administration no later than twenty-four hours after the time that it is determined the student is missing.

Penn State provides each student with the means and opportunity to register their confidential missing student contact information by logging into the University’s eLion system and filling out the Address and Contact Information form. This missing student contact person can be anyone. This option is provided to students even if a student has already registered an individual as a general emergency contact. The student also has the option to identify the same individual for both their general emergency contact and missing student contact.

Missing student contact information is registered confidentially. This information is private and only accessible to Penn State employees who are authorized campus officials. This information will not be disclosed to others with the exception to law enforcement personnel in the furtherance of a missing student investigation.

Penn State will notify the missing student’s parents or guardian in addition to the person identified as the missing student’s contact person of any student who is under 18 years of age and not an emancipated individual. The University will make contact no later than twenty-four hours after the time that the student is determined to be missing.

**Notifying Law Enforcement**

Penn State will also notify the appropriate local law enforcement agency of the missing student unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will include any missing student who lives in on-campus housing regardless of age or status, and regardless of whether he or she has registered a confidential missing student or general emergency contact person. This notification will be made no later than twenty-four hours after the time that the student is determined missing.

If the campus law enforcement personnel or campus security department has been notified that a student is suspected missing, and makes a determination that a student who is the subject of a missing person report has been missing for more than twenty-four hours, Penn State staff will initiate emergency contact procedures as outlined in Penn State’s policy and protocol.
**UNIVERSITY CONTACTS FOR MISSING STUDENTS**
Sr. Director of Student Affairs
14 Perkins Student Center
P.O. Box 7009, Tulpehocken Road
Reading, PA 19610
610-396-6065

Penn State Police Services
112 Luerssen Building
P.O. Box 7009, Tulpehocken Road
Reading, PA 19610
610-396-6111

**Daily Crime and Fire Log**
University Police at Penn State Berks maintains a combined Daily Crime and Fire Log of all incidents reported to the Department. University Police publishes an activity log every day, which is available to members of the press and public. This log identifies the type, location, and time of each criminal incident reported to University Police.

The most current sixty days of information is available in the office of the Penn State Berks Police Services Department located at 114 Luerssen Building. Upon request, a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within forty-eight hours of notice.

**Crime Prevention and Safety Awareness Programs**
The Berks campus is dedicated to providing and maintaining a safe campus environment. There are many community education programs that are available to the community throughout the academic year. Programs such as sexual assault, fire safety, general safety programs are presented at different functions across campus. Many other programs are available upon request. In 2013, approximately 2,400 individuals attended various programs on campus. Drug and alcohol related programs were heavily attended.

**Alcohol Awareness**
This presentation focuses on the effects of alcohol and the laws and consequences. Fatal Vision goggles are used as part of this demonstration.

**Drug Awareness and Recognition**
This program outlines the most abused drugs on campus, warning signs of abuse and how these drugs affect students and the community.

**Identity Theft**
Officers present information and precautions to be taken to minimize the risk of becoming the victim of identity theft.

**Office Interviews on Any Topic**
Office staff is available for interview by persons seeking information for speeches, papers, or news articles. Appointments are preferred.

**Office Safety**
Office staff is available for interview by persons seeking information for speeches, papers, or news articles. Appointments are preferred.

**Operation ID/Engraving**
University Police provides engraving tools and instruction to persons interested in marking and identifying valuable items.

**Penn State SAFE (Student Alcohol Feedback and Education)**
Penn State SAFE is an on-line alcohol education program that uses evidence-based strategies to educate students about alcohol and its effects on the body. All first-year students who are 21 or younger at all Penn State campuses are required to complete the program prior to matriculation. Fall 2014: 671 students completed the program during the implementation period.

**Penn State AWARE (Sexual Assault Education)**
Penn State AWARE is an online sexual violence education program. All first-year students, regardless of age, at all 20 Penn State campuses are required to complete the program prior to matriculation. The program educates students about sexual assault and sexual harassment. The program helps students develop practical skills to keep themselves and their friends safe. Fall 2014: 653 students completed the program during the implementation period.

**Rape Aggression Defense System (RAD)**
A basic self-defense program for women only, is normally offered during each semester. Certified police instructors teach basic self-defense techniques. Participants in the course learn how to defend themselves and practice self-defense moves in a real life scenario.

**Self Awareness and Familiarization Exchange (S.A.F.E.)**
University Police provides SAFE, a self defense awareness and familiarization exchange for women. Certified SAFE instructors lead this program. It is not a physical defense program, but rather a method of distributing crime prevention information for individual study. The program is two hours in length.

**Sexual Assault Prevention**
This program covers issues involving sexual assault and corresponding relevant research and statistics.

**Student Auxiliary Patrol / Escort Service**
Student auxiliary employees will provide personal escort services to any member of the campus community, between on-campus parking areas and buildings. This service operates Monday thru Thursday from 7pm until 12am. To request an escort dial 610-396-6406. All student auxiliary employees are carefully screened and selected by University Police. They all undergo interpersonal communication and sensitivity training. However, escorts are not bodyguards and are not required to have defensive training.

**Theft Prevention**
Officers present information and precautions to be taken to minimize the risk of becoming the victim of theft.

**Your Law Enforcement on Campus**
Officers are available to discuss police procedures and services available from the Department.
PENN STATE UNIVERSITY POLICIES
GOVERNING ALCOHOL AND OTHER DRUGS

Penn State’s Alcohol and Drug Policy
Federal law requires Penn State to notify all faculty, staff, and students of certain information pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The information included in this report complies with the notification requirements of the Drug-Free Schools and Communities Act and its implementing regulations.

The University prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds, or property controlled by the University or used as part of University activities. For students, this includes prohibiting the possession and consumption of any beverage containing alcohol in a residence hall room except by individuals who are 21 years or older at campuses where alcoholic beverages are permitted. This also includes prohibiting the presence of students under the age of 21 in residence hall rooms where alcohol is present. In addition, the smoking of any material is prohibited in all facilities of Penn State University at all locations.

Areas Open to the Public
The Pennsylvania State University prohibits the possession and use of alcoholic beverages in areas open to the public, including areas of buildings open to the public. However, the use of alcoholic beverages, subject to the laws of the Commonwealth, may be permitted at University-sponsored activities in areas designated by, and with the prior approval of, the University Risk Manager at the University Park campus; the Senior Vice President for Health Affairs and Dean of the College of Medicine, Penn State Milton S. Hershey Medical Center; or at other non-University Park locations, the Chancellor or appropriate campus/center executive officer responsible for the area requested.

Private or Closed Areas
The possession and use of alcoholic beverages are prohibited in conference rooms, offices, office reception rooms, closed buildings, and areas of buildings not open to the public or from which the public has been excluded, except: the use of alcoholic beverages, subject to the laws of the Commonwealth, may be permitted in specific private or closed areas designated by, and with the prior approval of, the appropriate person responsible for the area requested.

Education and Research Areas
The Pennsylvania State University specifically prohibits the use, possession, and dispensing of alcoholic beverages in classrooms, lecture halls, laboratories, libraries, research areas, or within buildings, arenas or areas where athletic events, lectures, or concerts are held, during such events or activities. Permission will not be granted to use or possess alcoholic beverages in a facility that is being used for one of the above functions. (Please consult Policy AD18, Use and Distribution of Alcoholic Beverages (http://guru.psu.edu/policies/AD18.html), for more information.)

Policies Specific to Faculty and Staff
As a condition of University employment, every employee shall abide by the terms of this policy. Any employee who violates this policy is subject to Penn State sanctions, including dismissal, as well as criminal sanctions provided by federal, state, or local law. An employee may be required to participate in a drug abuse or drug rehabilitation program. An employee must notify his or her supervisor of any criminal drug conviction for a violation occurring in the University workplace no later than five (5) days after such conviction. Please consult Policy AD33, A Drug-Free Workplace for more information (http://guru.psu.edu/policies/AD33.html)

Policies Specific to Penn State Students
Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct in addition to any penalties resulting from violating local, state, and/or federal law. Disciplinary sanctions may include: Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning or Disciplinary Probation to Suspension or Expulsion from the University. Students residing in University housing may also lose the privilege of living on campus for violating University rules and regulations or conditions of the housing contract. In most cases, the Office of Student Conduct will also assign developmental and educational interventions designed to promote greater awareness and improved decision making for students and to further deter future misconduct.

Residence Life Alcohol Policy
Alcohol And Illegal Substances

ALCOHOL POLICY
The possession of use of alcoholic beverages is prohibited in all Penn State on-campus undergraduate residence hall buildings, including Nittany Apartments and Eastview Terrace. For the 2012-2013 academic year, students over 21 years of age will be able to possess/consume alcohol in the Behrend apartments, Ohio Hall, and Tiffany, Tigress, and Porcupine Halls only.

It is a violation of state law and university policy for a student under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages or to permit alcoholic beverages to be sold, furnished, or given to any minor.

It is against residence hall policy for there to be any tailgating activities in the residential quad areas or residence hall parking lots where alcoholic beverages are being served on any football game/event weekend including all home football games, Football Eve, Fourth Fest, and the Spring Blue and White weekend. Students tailgating with alcoholic beverages in these defined areas will be confronted and will likely be charged with “open containers in an unauthorized area.”
Residents will be held responsible for activities that occur in their rooms, and will be referred to the Office of Residence Life, the Office of Student Conduct, and/or University Police if guests are violating the on-campus alcohol policies listed above.

Failure to comply with the direction or to present identification to a University official acting in the performance of his/her duties is a violation of the Student Code of Conduct and will result in a referral to the Office of Residence Life or the Office of Student Conduct.

It is against the Student Code of Conduct to supply false information, such as name, age, etc., to University officials who are acting in the performance of their duties.

**ILLEGAL SUBSTANCES (DRUGS)**

It is a violation of state law and University policy to illegally possess, use, distribute, manufacture, sell, or be under the influence of other drugs. Students who violate this policy will be referred to the office of Residence Life, the Office of Student Conduct, and/or University Police.

It is against residence hall policy for a student to be in a residential area (room, common area, common building, building entryway, or quad area immediately adjacent to the residence halls) and in the presence of an illegal substance. Students who are in the presence of an illegal substance in these areas will be referred to the Office of Residence Life, the Office of Student Conduct and/or University Police.

**Carrying False I.D.**

It is illegal for anyone under 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

<table>
<thead>
<tr>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>0–$500</td>
<td>0–$1,000</td>
<td>0–$1,000</td>
</tr>
<tr>
<td>Jail</td>
<td>0–90 days</td>
<td>0–90 days</td>
<td>0–90 days</td>
</tr>
<tr>
<td>License Suspension</td>
<td>at least 90 days</td>
<td>at least 1 year</td>
<td>at least 2 years</td>
</tr>
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By law, the local police department and University Police are required to notify parents or guardians of all underage-drinking violations.

Penn State University has a zero-tolerance policy associated with students consuming beverage alcohol under the age of 21. Not only is this against the Pennsylvania law, it is also a violation of the Student Code of Conduct.

**Public Drunkenness**

It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or others or property, or annoy others in your vicinity. Public drunkenness is a crime when a person appears in any public place manifestly under the influence of alcohol or a controlled substance to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Public drunkenness also leads to other behaviors and important health concerns. Often, public drunkenness contributes to many criminal mischiefs and disorderly conducts on campus. People must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

**Pennsylvania Alcohol-Related Offenses**

**Pennsylvania’s Medical Amnesty Law**

If an individual who is under 21, in good faith, calls and believes they are the first to call 911, police, ambulance or campus security, gives their name and stays with the person to prevent that person’s death or serious injury, the caller is immune from prosecution for consumption or possession of alcohol.

**Penn State’s Responsible Action Protocol**

Penn State has a Responsible Action Protocol whereby students who seek medical assistance for peers suffering from alcohol poisoning or related problems may not be charged through the campus student conduct system for their own alcohol violations. Under the protocol, students who act responsibly by notifying the appropriate authorities (e.g., calling 911, alerting a resident assistant, contacting police) typically will not face University disciplinary action for their own alcohol violations, unless they are responsible for other violations (e.g., vandalism, assault) as well. However, these students will be required to attend BASICS or similar program; the fee will be waived.

**Underage Drinking**

It is illegal for anyone under 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

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**Know the signs:**
- Passed out or difficult to wake
- Cold, clammy, pale, or bluish skin
- Slowly breathing
- Vomiting while asleep or awake

**Know how to help:**
- Turn a vomiting person on his or her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- NEVER leave the person unattended

**Alcohol Poisoning is a Medical Emergency.**

*Call for help. You could save someone’s life.*

**ON-CAMPUS: 610-396-6111 • OFF-CAMPUS: 911**
Driving Under the Influence (DUI) Law

In Pennsylvania, the illegal level for DUI is .08 percent Blood Alcohol Content (BAC) and .02 percent BAC for minors. The law emphasizes treatment and a three-tier penalty system based on BAC and prior offenses: (1) general impairment (.08–.099 percent), (2) high rate of alcohol (.10–.159 percent), and (3) highest rate of alcohol (.16 percent and above).

Also, drivers with any amount of a Schedule I, II, or III controlled substance not medically prescribed (or their metabolites) may not drive, operate, or be in actual physical control of a vehicle.

It is illegal for anyone under 21 years of age to drive a vehicle with a blood alcohol content of .02 percent or higher. A first-time offense individual, under certain circumstances, may qualify for an Accelerated Rehabilitative Disposition (ARD) program.

Open Container Law

In Pennsylvania, there is no state law to prohibit open containers of alcohol in public. However, many local governments have enacted such ordinances. For more information about all alcohol-related offenses in Pennsylvania, see www.lcb.state.pa.us. Click on “Alcohol & the Law.”

Reading Public Urination and Defecation Ordinance

It is illegal to urinate in/on a public place; private property where the public is admitted; or private property without consent of the owner. It is illegal to urinate or defecate in any public place other than in an appropriate sanitary facility or fail to clean, remove, or dispose of it properly. Violations are summary offenses with fines up to $300 plus court costs.

Related Drug Offenses

Possession of Marijuana

A person is unlawful when unknowingly, knowingly, or intentionally possesses marijuana (Hashish), a Schedule I substance, and is not authorized by law to possess such substance, as outlined under the Controlled Substances, Drugs, Device and Cosmetic Act of 1972.

Persons engaged in such activity will most likely be faced with criminal charges and charged with a violation of the Student Code of Conduct.

The charges for marijuana possession include:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Charge</th>
<th>Jail Time</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 grams or less</td>
<td>Misdemeanor</td>
<td>30 days</td>
<td>0–$500</td>
</tr>
<tr>
<td>Over 30 grams</td>
<td>Misdemeanor</td>
<td>1 year</td>
<td>0–$5,000</td>
</tr>
</tbody>
</table>

Possession of Other Drugs

In Pennsylvania, the penalties for being convicted of possession of a controlled substance such as heroin, cocaine, methamphetamines, prescriptions, ecstasy, and LSD vary by type of substance and quantity of the substance possessed. Charges also vary by first, second and subsequent offenses. Charges may include jail time, fines, drug counseling, and suspension of driver’s license.

Possession of Drug Paraphernalia

A person is unlawful when he possesses, with the intent to use, drug paraphernalia that is used for packaging, manufacturing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the Controlled Substances, Drugs, Device and Cosmetic Act of 1972.

Synthetic Marijuana

Effective March 1, 2011, the U.S. Drug Enforcement Agency classified synthetic marijuana as an illegal substance. It is also known as Spice, K2, Demon, Wicked, Black Magic, Voodoo Spice, and Ninja Aroma Plsu. Individuals found responsible for manufacturing, possessing, importing/exporting, or distributing these substances will face criminal and civil penalties. Penn State students engaging in these activities will also be held responsible under the University’s illegal substances policy. It is also against University policy to use synthetic marijuana.

1 Penalties differ based on age, blood alcohol content, and other factors.
Controlled Substances Act (CSA) — The CSA places all substances that are regulated under existing federal law into one of five schedules. The place is based on the substance's medical use, potential for abuse, and safety or dependence ability. Below is a description of the five schedules and examples of drugs in each schedule. The list is not comprehensive.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Characteristics</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule I</td>
<td>• high potential for abuse &lt;br&gt;• no currently accepted medical use in US &lt;br&gt;• lack of accepted safety for use under medical supervision</td>
<td>• Heroin &lt;br&gt;• Gamma Hydroxybutyric Acid (GHB) &lt;br&gt;• LSD &lt;br&gt;• Marijuana &lt;br&gt;• MDMA (Ecstasy) &lt;br&gt;• Mescaline (peyote) &lt;br&gt;• Psilocybin/Psilocyn (mushrooms) &lt;br&gt;• Tetrahydrocannabinols (THC)</td>
</tr>
<tr>
<td>Schedule II</td>
<td>• high potential for abuse &lt;br&gt;• currently accepted for medical use or with severe restrictions in US &lt;br&gt;• abuse may lead to severe psychological or physical dependence</td>
<td>• Adderall® &lt;br&gt;• Amphetamine &lt;br&gt;• Cocaine &lt;br&gt;• Methadone &lt;br&gt;• Methamphetamine &lt;br&gt;• Morphine &lt;br&gt;• Oxycodone &lt;br&gt;• Phencyclidine (PCP) &lt;br&gt;• Ritalin®</td>
</tr>
<tr>
<td>Schedule III</td>
<td>• less potential for abuse than drugs in Schedules I and II &lt;br&gt;• currently accepted for medical use in US &lt;br&gt;• abuse may lead to moderate or low physical dependence or high psychological dependence</td>
<td>• Anabolic Steroids &lt;br&gt;• Codeine compounds &lt;br&gt;• Some barbiturates &lt;br&gt;• Ketamine</td>
</tr>
<tr>
<td>Schedule IV</td>
<td>• low potential for abuse compared to drugs in Schedule III &lt;br&gt;• currently accepted medical use in US &lt;br&gt;• abuse may lead to limited physical dependence or psychological dependence</td>
<td>• Ativan® &lt;br&gt;• Rohypnol® (not manufactured or legally marketed in the US) &lt;br&gt;• Valium® &lt;br&gt;• Xanax®</td>
</tr>
<tr>
<td>Schedule V</td>
<td>• low potential for abuse compared to drugs in Schedule IV &lt;br&gt;• currently accepted medical use in US &lt;br&gt;• abuse may lead to limited physical dependence or psychological dependence</td>
<td>• Cough medicines with codeine</td>
</tr>
</tbody>
</table>


### Federal Tracking Penalties — Marijuana

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana (Schedule I)</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
<td>• Not less than 10 yrs, not more than life &lt;br&gt;• If death or serious injury, not less than 20 yrs, not more than life &lt;br&gt;• Fine not more than $4 million if an individual, $10 million if other than an individual</td>
<td>• Not less than 20 yrs, not more than life &lt;br&gt;• If death or serious injury, mandatory life &lt;br&gt;• Fine not more than $8 million if an individual, $20 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>100 kg to 999 kg mixture; or 100 to 999 plants</td>
<td>• Not less than 5 yrs, not more than 40 yrs &lt;br&gt;• If death or serious injury, not less than 20 yrs, not more than life &lt;br&gt;• Fine not more than $2 million if an individual, $5 million if other than an individual</td>
<td>• Not less than 10 years, not more than life &lt;br&gt;• If death or serious injury, mandatory life &lt;br&gt;• Fine not more than $4 million if an individual, $10 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>More than 10 kgs hashish; 50 to 99 kg mixture &lt;br&gt;More than 1 kg of hashish oil; 50 to 99 plants</td>
<td>• Not more than 20 yrs &lt;br&gt;• If death or serious injury, not less than 20 yrs, not more than life &lt;br&gt;• Fine $1 million if an individual, $5 million if other than an individual</td>
<td>• Not more than 30 years &lt;br&gt;• If death or serious injury, mandatory life &lt;br&gt;• Fine $2 million if an individual, $10 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana (Schedule I)</td>
<td>1 to 49 plants; less than 50 kg</td>
<td>• Not more than 5 years &lt;br&gt;• Fine not more than $250,000, $1 million other than individual</td>
<td>• Not more than 10 years &lt;br&gt;• Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
<tr>
<td>Hashish (Schedule I)</td>
<td>10 kg or less</td>
<td>• Not more than 5 years &lt;br&gt;• Fine not more than $250,000, $1 million other than individual</td>
<td>• Not more than 10 years &lt;br&gt;• Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
<tr>
<td>Hashish Oil (Schedule I)</td>
<td>1 kg or less</td>
<td>• Not more than 5 years &lt;br&gt;• Fine not more than $250,000, $1 million other than individual</td>
<td>• Not more than 10 years &lt;br&gt;• Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
</tbody>
</table>

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $8 million if an individual and $20 million if other than an individual.

# Federal Tracking Penalties

<table>
<thead>
<tr>
<th>Drug Schedule</th>
<th>Quantity</th>
<th>Penalties</th>
<th>Quantity</th>
<th>Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500–4999 gms mixture</td>
<td><strong>First Offense</strong>: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>5 kgs or more mixture</td>
<td><strong>First Offense</strong>: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>28–279 gms mixture</td>
<td>280 gms or more mixture</td>
<td>280 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40–399 gms mixture</td>
<td><strong>First Offense</strong>: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
<td>100 gms or more mixture</td>
<td><strong>Second Offense</strong>: Not less than 20 yrs, and not more than life. Fine not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10–99 gms mixture</td>
<td>10 gms or more mixture</td>
<td>10 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100–999 gms mixture</td>
<td>50 gms or more pure or 500 gms or more mixture</td>
<td>50 gms or more pure or 500 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>LSD (Schedule I)</td>
<td>1–9 gms mixture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5–49 gms pure or 50–499 gms mixture</td>
<td><strong>Second Offense</strong>: Not less than 20 yrs, and not more than life. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10–99 gms pure or 100–999 gms mixture</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Penalties

| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutric Acid) | Any amount | **First Offense**: Not more than 20 yrs. If death or serious injury, not less than 20 years, or more than life. Fine $1 million if an individual, $5 million if not an individual. | Any amount |
| Other Schedule III drugs | Any amount | **Second Offense**: Not more than 30 yrs. If death or serious injury, life imprisonment. $2 million if an individual, $10 million if not an individual. |
| All other Schedule IV drugs | Any amount | **First Offense**: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. | Any amount |
| Flunitrazepam (Schedule IV) | Less than 1 gm | **Second Offense**: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual. |
| All Schedule V drugs | Any amount | **First Offense**: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. | Any amount |
| | | **Second Offense**: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual. |

### Drugs Risks and Consequences

<table>
<thead>
<tr>
<th>SUBSTANCE Other Names</th>
<th>Potential for Dependence</th>
<th>Physical</th>
<th>Psychological</th>
<th>Short-Term</th>
<th>Long-Term</th>
<th>Overdose</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALCOHOL Beer, Distilled liquor, Ethanol, Wine</td>
<td>High</td>
<td>High</td>
<td>• Impaired judgment and vision</td>
<td>• Cardiovascular disease</td>
<td>• Coma</td>
<td>Possible death</td>
</tr>
<tr>
<td>CANNABIS Hash oil, Hashish, Grass, Marijuana, Pot, Weed</td>
<td>Low</td>
<td>Moderate</td>
<td>• Confusion</td>
<td>• Cardiovascular damage</td>
<td>• Insomnia</td>
<td>Hyperactivity</td>
</tr>
<tr>
<td>DEPRESSANTS Barbiturates, Benzodiazepine, Date rape drug, Liquid ecstasy, Flunitrazepam, GHB, Methaqualone, Special K, Xanax</td>
<td>High</td>
<td>High</td>
<td>• Confusion</td>
<td>• Anxiety</td>
<td>• Blackouts</td>
<td>Cold, clammy skin</td>
</tr>
<tr>
<td>HALLUCINOGENICS Acid, Angel Dust, Crystal, LSD, MDA, Mescaline, Mushrooms, PCP, Peyote, Phencyclidine, Psilocybin</td>
<td>Low / Unknown</td>
<td>Unknown</td>
<td>• Altered state of perception</td>
<td>• Hallucinogen Persisting Perception Disorder (flashbacks)</td>
<td>• Intense, prolonged hallucinations</td>
<td>Possible sudden death</td>
</tr>
<tr>
<td>INHALANTS Gases, Solvents</td>
<td>High for chronic, long-term abuse</td>
<td>High for chronic, long-term abuse</td>
<td>• Impaired judgment</td>
<td>• Cardiovascular and nervous system damage, leading to inability to walk, talk, or think</td>
<td>• Coma</td>
<td>Possible sudden death</td>
</tr>
<tr>
<td>NARCOTICS Codeine, Demerol HCL, Heroin, Meperidine, Morphine, Opium, Oxycodone, Vicodin</td>
<td>High</td>
<td>High</td>
<td>• Confusion</td>
<td>• AIDS and Hepatitis infection</td>
<td>• Clammy skin</td>
<td>Coma</td>
</tr>
<tr>
<td>STIMULANTS Amphetamine, Cocaine, Ecstasy, MDMA, Methylphenidate, Phenmetrazine, Ritalin</td>
<td>Possible</td>
<td>High</td>
<td>• Appetite loss</td>
<td>• Insomnia</td>
<td>• Agitation</td>
<td>Convolusions</td>
</tr>
<tr>
<td>TOBACCO Chewing/Smokeless Tobacco, Cigarettes, Cigars, Nicotine</td>
<td>High</td>
<td>High</td>
<td>• Bad breath</td>
<td>• Adverse pregnancy outcomes</td>
<td>• Possible death</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Alcohol and other drug use during pregnancy increases risk of physical harm to fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g., HIV, hepatitis, etc.) through needle contamination.

For more information, visit: www.drugabuse.gov
www.samhsa.gov
Drug and Alcohol Abuse Education Programs

Resources for Faculty and Staff
Penn State’s Employee Assistance Program (EAP) is available for Penn State employees if they have a problem with substance abuse or if someone they know may have a problem. If you suspect that you or someone close to you may have a problem with alcohol or other drugs . . . stop hurting and start healing.

- Penn State faculty and staff can reach the EAP twenty-four hours a day, 7 days a week, by calling 866-799-2728.
- Any employee or supervisor with additional questions related to alcohol and other drug problems may contact Penn State Berks Office of Human Resources: 610-396-6038.

Resources for Students

<table>
<thead>
<tr>
<th>Campus Resources</th>
<th><a href="http://www.bk.psu.edu/Studentservices/Counseling.htm">www.bk.psu.edu/Studentservices/Counseling.htm</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Perkins Student Center</td>
<td>610-396-6082</td>
</tr>
<tr>
<td>Room 10</td>
<td></td>
</tr>
<tr>
<td>Counseling Services</td>
<td></td>
</tr>
<tr>
<td>Services:</td>
<td></td>
</tr>
<tr>
<td>- Intervention</td>
<td></td>
</tr>
<tr>
<td>- Referral</td>
<td></td>
</tr>
<tr>
<td>Perkins Student Center</td>
<td></td>
</tr>
<tr>
<td>Room 10</td>
<td></td>
</tr>
<tr>
<td>Disability Services</td>
<td></td>
</tr>
<tr>
<td>Services:</td>
<td></td>
</tr>
<tr>
<td>- Academic adjustments</td>
<td></td>
</tr>
<tr>
<td>- Auxiliary aids</td>
<td></td>
</tr>
<tr>
<td>153 Franco Building</td>
<td></td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td></td>
</tr>
<tr>
<td>Perkins Student Center</td>
<td></td>
</tr>
<tr>
<td>Room 14</td>
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<tr>
<td>Affirmative Action</td>
<td></td>
</tr>
<tr>
<td>University Park</td>
<td></td>
</tr>
<tr>
<td>814-863-0471</td>
<td></td>
</tr>
<tr>
<td>Victim Witness Advocate</td>
<td></td>
</tr>
<tr>
<td>PA Portal</td>
<td></td>
</tr>
<tr>
<td>800-233-2339</td>
<td></td>
</tr>
<tr>
<td>University Health Services</td>
<td></td>
</tr>
<tr>
<td>Perkins Student Center</td>
<td></td>
</tr>
<tr>
<td>Room 8</td>
<td></td>
</tr>
<tr>
<td>610-396-6075</td>
<td></td>
</tr>
<tr>
<td>Penn State Office of Human Resources</td>
<td></td>
</tr>
<tr>
<td>104 Peiffer Farm House</td>
<td></td>
</tr>
<tr>
<td>610-396-6039</td>
<td></td>
</tr>
<tr>
<td>Penn State Office of Human Resources</td>
<td></td>
</tr>
<tr>
<td>104 Peiffer Farm House</td>
<td></td>
</tr>
<tr>
<td>610-396-6039</td>
<td></td>
</tr>
</tbody>
</table>
# Community Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counsel on Chemical Abuse Berks County Drug and Alcohol</td>
<td>601 Penn Street Reading, PA</td>
<td>610-376-8669</td>
<td><a href="http://www.councilonchemicalabuse.org/">http://www.councilonchemicalabuse.org/</a></td>
</tr>
<tr>
<td>Reading Hospital &amp; Medical Center</td>
<td>6th Avenue and Spruce Street</td>
<td>610-988-8000</td>
<td></td>
</tr>
<tr>
<td>Pennsylvania Coalition Against Rape – 24-hour hotline</td>
<td>N/A</td>
<td>888-772-7227</td>
<td><a href="http://www.pcar.org/contractor/search">http://www.pcar.org/contractor/search</a></td>
</tr>
<tr>
<td>Planned Parenthood and Other Services</td>
<td>48 SA 4th Street Reading, PA</td>
<td>610-376-8061</td>
<td><a href="http://www.plannedparenthood.org/health-center/findCenter.asp">http://www.plannedparenthood.org/health-center/findCenter.asp</a></td>
</tr>
</tbody>
</table>
ANNUAL DISCLOSURE OF CRIME STATISTICS

While the Penn State Berks Campus is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics, other common crimes that occur on campus are outlined below.

THEFT

Theft is a common occurrence on college campuses. Often, this is due to the fact that theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim to theft.

- Keep doors to residence halls, labs, classrooms locked when not occupied.
- Don’t provide unauthorized access to persons in the buildings or classrooms.
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer.
- Keep a list of all valuable possessions including the make, models, and serial numbers.
- Take advantage of the Engraving Programs to have all valuables engraved with specific identifying marks.
- Don’t leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time.
- Don’t lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to police immediately; don’t take any chances.

IDENTITY THEFT

Identity theft is a crime in which someone wrongfully obtains and uses another person’s personal information in some ways that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

You can take measures to prevent this from happening to you:

- Do not give anyone your personal information unless there is a legitimate reason to trust them.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use security software and install firewalls on computers.

CLERY ACT CRIMES

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. The University Police collects the Clery crime statistics disclosed in the following charts through a number of methods.

The University Police maintains a close relationship with all police departments where Penn State owns or controls property to ensure that crimes reported directly to these police departments that involve the University are brought to the attention of the University Police. In addition to collecting Clery crime statistics from local police departments, all reports of crime incidents made directly to the University Police (through police dispatchers and officers) are entered into an integrated computer aided-dispatch systems/records management system. The entries are recorded in the system in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). To ensure each report is appropriately classified in the correct crime category, after a dispatcher or officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified. The department also periodically examines data in the system for appropriate classification.

In addition to the crime data that the University Police maintains, the University collects Clery crime statistics of reports made to various campus security authorities, as defined in this report. The statistics reported in the following charts generally reflect the number of criminal incidents reported to the various campus security authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.
Definitions of Reportable Crimes

Murder/Manslaughter – defined as the willful killing of one human being by another.

Negligent Manslaughter – defined as the killing of another person through gross negligence.

Rape – Penetration no matter how slight of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery – defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – theft or attempted theft of a motor vehicle.

Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the jurisdiction. Domestic Violence is not defined by Pennsylvania state statute.

Dating Violence – Means violence committed by a person—a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined by the reporting party’s statement and based on a consideration of the following factors:

(i) The length of the relationship.
(ii) The type of relationship.
(iii) The frequency of interaction between the persons involved in the relationship.

Dating Violence is not defined by Pennsylvania state statute.

Stalking – Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. In Pennsylvania, a person commits the crime of stalking when the person either:

(1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which

(2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Hate Crimes – includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator’s bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

Larceny/Theft – includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault – unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism to Property (except Arson) – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity – A preformed negative opinion or attitude toward a group of persons of the same ethnicity who share common or similar traits, languages, customs, and traditions.

National Origin – A preformed negative opinion or attitude toward a group of persons of the same national origin who share common or similar traits, languages, customs, and traditions.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Gender Identity – A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.
CRIME STATISTICS: CLERY DATA

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f).

<table>
<thead>
<tr>
<th>OFFENSES</th>
<th>2012</th>
<th></th>
<th></th>
<th></th>
<th>2013</th>
<th></th>
<th></th>
<th></th>
<th>2014</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On-Campus Property</td>
<td>Public Property</td>
<td>Non-Campus</td>
<td>On-Campus Property</td>
<td>Public Property</td>
<td>Non-Campus</td>
<td>On-Campus Property</td>
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| VAWA OFFENSES                                 |      |             |             |             |      |             |             |             |      |             |             |             |
| Domestic Violence                             | -    | -           | -           | -           | -    | -           | -           | -           | -    | -           | -           | -           |
| Dating Violence                               | -    | -           | -           | -           | -    | -           | -           | -           | -    | -           | -           | -           |
| Stalking                                      | -    | -           | -           | -           | -    | -           | -           | -           | -    | -           | -           | -           |

| ARRESTS                                       |      |             |             |             |      |             |             |             |      |             |             |             |
| Weapons                                       | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Drugs                                         | 7    | 10          | 0           | 0           | 10   | 11          | 0           | 0           | 16   | 17          | 0           | 0           |
| Alcohol                                       | 12   | 15          | 0           | 0           | 7    | 25          | 3           | 0           | 12   | 35          | 0           | 0           |

| REFERRALS                                     |      |             |             |             |      |             |             |             |      |             |             |             |
| Weapons                                       | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Drugs                                         | 9    | 13          | 0           | 0           | 6    | 6           | 0           | 0           | 10   | 11          | 0           | 0           |
| Alcohol                                       | 43   | 45          | 0           | 0           | 0    | 2           | 0           | 0           | 23   | 28          | 0           | 0           |

| HATE CRIMES                                   |      |             |             |             |      |             |             |             |      |             |             |             |
| Murder/Non-negligent Manslaughter             | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Negligent Manslaughter                        | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Sex Offenses - Forcible                       | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Sex Offenses - Non-forcible                   | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Robbery                                       | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Aggravated Assault                            | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Burglary                                      | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Motor Vehicle Theft                           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Arson                                         | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Larceny                                       | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Simple Assault                                | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Intimidation                                  | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |
| Vandalism                                     | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           | 0    | 0           | 0           | 0           |

Hate Crime Key:  (D) Disability  (E) Ethnicity  (Ra) Race  (Re) Religion  (S) Sexual Orientation  (G) Gender  (N) National Origin  (Gl) Gender Identity
Crime statistics are reported to the Pennsylvania State Police for annual publication in “Crime in Pennsylvania, the Uniform Crime Report of the Commonwealth.” These statistics are also available in the U.S. Department of Justice Publication, Crime in the United States, which is available at all public libraries and most law enforcement agencies within the United States. Crime statistics are also available by writing to Penn State Berks Police Services, 114 Luerssen Building, Reading, PA 19610 or can be accessed on the internet at http://www.bk.psu.edu/information/safety/safety.htm.

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<th>2014</th>
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<td><strong>ARREST DATA</strong></td>
<td><strong>ACTUAL OFFENSES</strong></td>
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<tr>
<td>Knife or Cutting Instrument</td>
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<tr>
<td>Other Dangerous Weapon</td>
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<td>TOTAL PART I &amp; PART II OFFENSES</td>
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*RATE: Per 100,000 population. Population is calculated using full-time equivalent students, faculty, and staff.
**Reasonably contiguous buildings/property owned by Penn State or student organizations recognized by Penn State.
*() indicates the number of incidents, if any, that are classified as hate crimes by the Hate Crimes Statistics Act (28 U.S.C. 534).
Footnote: These statistics comply with the Pennsylvania Campus Security Act (PA Title 24 Section 2502.1 to -5) enacted May 1988.
(a) Aggravated Assault
Housing Report

(1) Types of student housing available (on-campus, off-campus; single room, double, group; single sex, coed; undergraduate, graduate, married; etc.)

<table>
<thead>
<tr>
<th>Undergraduate On-Campus Housing</th>
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<td>Penn State Beaver</td>
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<td>Penn State Berks</td>
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<td>Penn State Erie, The Behrend College</td>
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<tr>
<td>Penn State Greater Allegheny</td>
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<td>Penn State Harrisburg</td>
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<td>Penn State Hazleton</td>
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<tr>
<td>Penn State Mont Alto</td>
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All campus residence halls are co-ed within a building but single gender within a room, suite, or apartment. Housing for graduate or married students is not available, nor is family housing.

(2) Policies on housing assignments and requests by students for assignment changes

Assignment Policies:

Students are able to request a roommate when they accept their contract; every effort is made to honor mutual roommate requests. However, a student may state that their preferred room type or location is more important than their preferred roommate; if the preferred room type or location will not accommodate their roommate, they are then assigned to the preferred room without their requested roommate.

Opportunities to Change Room Assignments

A direct room exchange is a change of assignment with another student of the same gender and may be processed for most types of accommodations. Direct room exchanges must be completed online through www.eLiving.psu.edu. A direct room exchange cannot be processed for students assigned to a medically equipped room due to a medical need, such as air conditioning, unless the change is to a similarly equipped room. Direct room exchanges cannot be processed if the student is assigned to a Special Living Option Contract, sorority housing, or certain other special housing. Direct room exchanges can be processed only through the 15th week of the semester.

An open room change is a change of assignment to a vacant space. A student interested in changing their room assignment for spring semester may do so during the posted time periods beginning in November and continuing through early December. During the posted time periods, students will be informed where to view the list of rooms being vacated for spring semester. Interested students must follow the process outlined for requesting a room change. The Housing and Food Services office will process the change and notify the student when the request is complete. After the second week of spring semester, depending on room availability, a list of vacancies is posted at the Housing and Food Services office. Room changes are processed on a first-come, first-served basis to an available space in accordance with the policy/instructions provided with the posting. After the open room change period ends and supplemental rooms have been emptied, Housing and Food Services will consolidate vacancies. Upon notification, if a student has a vacancy in their room, they may choose from the following options:

1. Space permitting, retain the room for the rest of the semester on a reduced-capacity basis for an additional charge. All students assigned to supplemental living accommodations must be reassigned to permanent living accommodations before such requests will be honored; or

2. Process a room change to a vacancy in a similar room (same capacity) with another student of the student’s choice; or

3. Have their room placed on a list of rooms available for new students or current students whose circumstances warrant a room assignment change to select for assignment. Once a roommate is assigned, the student will not have the option to pay the additional fee and maintain the room in a reduced-capacity manner.

Emergency Room Changes

An emergency room change will be arranged only when all other options to resolve differences between roommates have been thoroughly explored. If a student feels that an emergency room change is needed, the student must discuss the issue with a Residence Life staff member. If the staff member determines that an emergency exists and space is available, they will contact the Housing and Food Services office to process a change in assignment.
Policies concerning the identification and admission of visitors in student housing facilities

GUESTS
The residence halls are intended for use by residents of the building and their invited guests. A guest is defined as a person visiting a resident of the residence hall at the resident’s invitation. Delivery persons are not considered to be guests for purposes of this policy.

To ease the congestion of the move-in period and to allow roommates the opportunity to discuss what to do about overnight guests in the room, no overnight guests will be allowed in the residence halls until the first day of classes, and then only with the permission of the roommate.

The following stipulations relate to all guests:

1. The host student is responsible for ensuring that their guests are aware of University and residence hall policies. Guests are held responsible for their own actions and for knowledge of University and residence hall regulations. However, hosts may be held accountable for damages done by their guests, unless the guest can be identified as a University student. Hosts may also be held accountable for their guests’ behavior.

2. Residents may have guests in their rooms only if there is no objection from their roommate(s).

3. Neither room keys nor door access cards will be provided for guests. Residents are not to give their keys or Penn State id+ Card to a guest for them to gain entrance to the room or the building.

4. Students may have an overnight guest in their room for a maximum of three consecutive nights. The University reserves the right to revoke this privilege. Guests may not move from one host’s room to another to extend their stay in the residence halls.

5. Only residents and their invited guests are permitted in the living areas of the building other than the lobby. These areas include individual rooms and floor lounges. Individuals found in the building who are not residents or guests of residents are considered trespassing.

6. Guests are to use the appropriate gender restroom/shower facilities.

7. All guests must be escorted by a resident of the building at all times. A staff member may confront an individual if he/she is not recognized as a resident of that building and/or if a resident of the building is not escorting the individual.

Students charged with violations of the guest regulation will be subject to University disciplinary action. An unescorted guest who is a University student will be subject to University discipline.

Students who need a cot and/or linens should make arrangements at the Housing and Food Services office. Charges for these services should be paid in advance; the deadline for reservations is 3:00 p.m., Monday through Friday.

Escort Policy – All residence halls operate under 24-hour card access.

1. Only residents and their guests are permitted in the living areas of the building, i.e., locations other than the lobby and that include individual rooms and floor lounges.

2. Guests are to use the appropriate restroom/shower facilities, i.e., male and female.

3. All guests (both male and female) must be escorted by a resident of the building at all times.

Measures to secure entrances to student housing facilities

Every residence hall is equipped with an electronic, computerized card access and CCTV system that permits access to the hall by residents of the building only. The system is operational 24 hours a day, seven days a week. Adjustments to access hours may be made during the fall arrival period and spring semester closing.

Students may enter only their assigned building by swiping their id+ cards in the card reader, located at the front lobby, and—in some halls—at other doors. If the id+ card fails to unlock the door of the student’s assigned residence hall, the student may gain entry with the assistance of a roommate, the staff member on duty, or in an extreme emergency, by contacting University Police. If a student has pizza or other food items delivered, the student must be in the lobby to meet the vendor at the front door. The delivery person will not be given access to the lobby. Students who want to visit a resident who lives in another building will need to announce their planned arrival using the telephone provided in the area or the commons building. The resident host must come to the entrance and escort the visiting student to the room, and later out of the residence hall.

If students or guests leave the hall through any of the regular building exits, they should be aware that exit doors are not to be held open for prolonged periods of time. An alarm at the door will sound and someone will be dispatched to determine if the door has been blocked open. Residents are not permitted to allow access to the buildings to anyone other than themselves and their invited guests.
Student Involvement
Our greatest ally in providing a safe and secure residence hall environment is our students. So it is important that each student takes the initiative to assist the residence life staff in creating a safe and secure hall for all the residents. Please keep the following tips in mind:

• Do not allow strangers to enter the residence hall with you. (No “piggybacking”)
• Notify the staff member on duty if someone has insisted upon entering the hall with you. Observe the offender to get a good physical description and note the direction he or she is walking.
• Keep your room locked at all times—even when you’re sleeping, and especially when you’re gone.
• Report a malfunctioning card access reader or door immediately.
• Meet your guests/visitors at the lobby door.
• Never lend your id + card or room key to others.
• Immediately report a lost or stolen id + card.
• Report suspicious activity immediately.

Standard security features used to secure doors and windows in students’ rooms
At campuses where card access is installed on room doors, students are required to swipe the Penn State id+ Card and enter their personal four-digit pin code. This technology is currently available at Penn State Beaver, Penn State Greater Allegheny, Penn State Mont Alto, and at all first-year student residence areas at Penn State Harrisburg.

At all other locations, including Penn State Altoona, Penn State Berks, Penn State Behrend, Penn State Harrisburg upperclass student residence areas, and Penn State Hazleton, room keys are issued to individual students. Each key has a unique key code and a “Do Not Duplicate” imprint.

Residence hall windows, including those in student rooms, are mechanically fixed to open only a narrow distance and are lockable from the inside. Screens are installed at all windows.

(6) Type, number, and description of security training provided to employees, including security personnel, assigned to student housing facilities

<table>
<thead>
<tr>
<th>Campus</th>
<th>Housekeeper</th>
<th>Maintenance</th>
<th>Housing Manager</th>
<th>Residence Life Professional Staff</th>
<th>Residence Life Para-Professional Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penn State Altoona</td>
<td>10</td>
<td>1</td>
<td>1 primary; 3 additional</td>
<td>1 Asst Director; 2 Coordinators; 1 Asst Coordinator</td>
<td>24 Resident Assistants</td>
</tr>
<tr>
<td>Penn State Beaver</td>
<td>1</td>
<td>1</td>
<td>1 primary; 1 additional</td>
<td>1 Assoc Director; 2 Coordinators</td>
<td>5-6 Resident Assistants</td>
</tr>
<tr>
<td>Penn State Berks</td>
<td>6</td>
<td>1</td>
<td>1 primary; 2 additional</td>
<td>1 Assoc Director; 2 Coordinators</td>
<td>23 Resident Assistants</td>
</tr>
<tr>
<td>Penn State Behrend</td>
<td>15</td>
<td>2</td>
<td>2 primary; 5 additional</td>
<td>1 Assoc Director; 1 Assoc Director; 3 Coordinators; 1 Asst Coordinator</td>
<td>47 Resident Assistants</td>
</tr>
<tr>
<td>Penn State Greater Allegheny</td>
<td>1</td>
<td>1</td>
<td>1 primary; 1 additional</td>
<td>1 Assoc Director; 2 Coordinators</td>
<td>5 Resident Assistants</td>
</tr>
<tr>
<td>Penn State Harrisburg</td>
<td>2</td>
<td>1</td>
<td>1 primary; 2 additional</td>
<td>1 Asst Director; 1 Coordinator; 1 Asst Coordinator</td>
<td>8 Resident Assistants</td>
</tr>
<tr>
<td>Penn State Hazleton</td>
<td>4</td>
<td>1</td>
<td>1 primary; 2 additional</td>
<td>1 Assoc Director; 2 Coordinators</td>
<td>12 Resident Assistants</td>
</tr>
<tr>
<td>Penn State Mont Alto</td>
<td>4</td>
<td>1</td>
<td>1 primary; 2 additional</td>
<td>1 Assoc Director; 1 Coordinator; 1 Asst Coordinator</td>
<td>10 Resident Assistants</td>
</tr>
<tr>
<td>Penn State Schuylkill</td>
<td>0</td>
<td>2</td>
<td>1 primary</td>
<td>1 Coordinator</td>
<td>9 Resident Assistants</td>
</tr>
</tbody>
</table>
Residence Life Training

Our professional staff gets a variety of security training, which includes:

- On-duty protocol training (annually)
- Clery training (annually)
- Mandated reporter training for child abuse (annually)
- Risk management training (annually)
- Community standards/disciplinary protocol training (annually)
- Fire safety training (annually)
- Active shooter training (annually)
- Crisis response/emergency training (ongoing)

They also receive written manuals for their positions, emergency response, community standards protocols, and risk management guidelines.

Our para-professional staff receives training at least twice a year, which includes:

- Duty protocols
- Crisis response
- Safety/security protocols
- Emergency response training

Clery reporter training is held at least once a year. All para-professional staff also receives an RA protocol manual, participate in a semester long pre-service class that also includes information on protocols, fire safety training (annually), and active shooter training.

(7) The type and frequency of programs designed to inform student housing residents about housing security and enforcement procedures

Student Training:

- House meetings (fall/spring opening, and ongoing as needed)
- Stall stories articles on student safety (at least once a semester) in writing in their Terms and Conditions
- Bulletin boards (typically at least once a year)
- Monthly fire drills
- Usually at least one safety program/RA/semester including:
  — programs on piggy-backing
  — escort policy
  — fire safety
  — other personal safety
  — locking doors, etc.

(8) Policy and any special security procedures for housing students during low-occupancy periods such as holidays and vacation periods

Students may not stay during breaks without prior approval from Housing and Residence Life.

Residence Life staff must be on duty over the break periods if students are in residence. This includes being in a radius 10 minutes from campus and carrying the duty phone. Depending on the number of students a para-professional student staff member must be hired during this time.

Currently, many campuses either eliminate police shifts during campus break closures or significantly limit the hours. In these cases, campuses rely on local or state police to ensure campus safety. If students were to be remaining on campus, full-time campus police shifts should continue with regular campus rounds to ensure student safety.

For security purposes and ease of management, it is preferable where possible to cluster students together or at least in the same building during these periods. This may mean that students will be assigned to “temporary” space during breaks, if such space exists and is vacant.

(9) Policy on the housing of guests and others not assigned to the student housing or not regularly associated with the institution of higher education

Guest apartments in residence halls are available for use by campus guests, which may include any of the following: speaker series guests; campus clubs and organizations guests; Housing and Food Services administration guests; CEO/Dean/Provost’s guests; and student’s parents (during an on-campus emergency situation). The guest apartment is not to be used for students or for handling student emergency situations. Questionable guests must be pre-approved by the Housing and Food Services administrative office.

Guests may stay in the apartment for a maximum of a two-week stay, unless the Housing and Food Services administrative office authorizes a longer stay.
The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for the Penn State Berks campus of The Pennsylvania State University.

**Definitions**

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act.

**On-Campus Student Housing** – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

**Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Residence Hall Fire Drills**

Fire drills are conducted in all on-campus Housing and Food-Services-operated residence halls during the school year to allow residents to become familiar with building alarm systems and practice their evacuation skills. The drills are coordinated and conducted by the Resident Coordinators, Resident Assistants, Community Assistants, Housing Management, and University Police. All people inside the residence hall during the drill are required to evacuate the building.

**Prohibitions on Portable Electrical Appliances, Smoking, and Open Flames**

All on-campus housing facilities prohibit the following activities and items.

1. Smoking is not permitted in any building.
2. The presence or use of candles, incense burners, oil lamps, and other open flame device is not permitted in on-campus housing facilities.
3. The presence or use of torchiere halogen floor lamps is not permitted in any building.
4. Individuals shall not obstruct or tamper with fire safety equipment (e.g., sprinklers, fire alarms, fire extinguishers).
5. The possession or use of fireworks is not permitted.
6. Occupant-provided refrigerators and microwaves are not permitted in on-campus housing facilities.

Additional information about residence hall living and policies is available at: [www.hfs.psu.edu/Berks/HousingContracts/terms-and-conditions.cfm#policies](http://www.hfs.psu.edu/Berks/HousingContracts/terms-and-conditions.cfm#policies)

**Evacuation Procedures**

Penn State Berks Housing and Residence Life provide residents with fire evacuation procedures and conduct fire drills during each semester. Residents are informed of the following procedures.

**If you discover a fire in the residence hall:**

1. Immediately activate the nearest manual fire alarm pull station. The fire alarm system will alert people to evacuate the building.
2. Call 911 from a safe location to report the fire and to give as much information as possible.

**Evacuation from the building:**

1. Upon activation of the fire alarm system everyone shall immediately leave the building.
2. Feel the door. If it is hot, do not open it.
3. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present.
4. If the hallway is smoke-free or there is a light smoke condition, proceed to the nearest exit. If a light smoke condition is present stay below the smoke (crouch or crawl).
5. Leave the building and meet at your designated evacuation meeting site.
6. Never use elevators during a fire evacuation.

**If you are trapped in your room:**

1. Place material (e.g., clothing, rug) at base of door to prevent smoke from entering the room.
2. Open your window, wave a piece of material and yell to attract the attention of people outside.
3. Call 911 and report your location.
4. Stay low; breathe fresh air near the windows.
5. Await rescue.

**Fire Safety**

Penn State takes fire safety very seriously and continues to enhance its programs to the University community through education, engineering, and enforcement. Educational programs are presented throughout the year to faculty, staff, and students so they are aware of the rules and safe practices. These programs, which are available at all campuses, include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers.

All University residence halls have emergency evacuation plans and conduct fire drills during the school year to allow occupants to become familiar with and practice their evacuation skills.

Penn State has been a leader in ensuring the safety of students, faculty, staff, and visitors who live and work in University-operated residences. Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help to provide for a fire-safe living environment. All University-operated residence halls and apartments are provided with automatic sprinkler systems, smoke detectors, and building fire alarm systems to provide early detection and warning of a possible fire emergency.
The University maintains and tests all fire alarms and automatic fire suppression systems to ensure system readiness and proper operation in the event of a fire emergency.

The University has adopted and developed numerous Safety Policies and Guidelines to help promote a safe living and work environment at all University locations. These policies, guidelines, and other fire safety information can be accessed at http://www.ehs.psu.edu.

Police Services provides additional protection with officers who are trained for initial response to fire incidents occurring at Penn State Berks facilities. Officers provide assistance in building evacuation and extinguishment/confine ment of small fires.

### 2012/2013/2014 Fire Statistics for On-Campus Student Housing Facilities

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Address</th>
<th>Cause</th>
<th>Damage Amount</th>
<th>Injuries</th>
<th>Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15/14</td>
<td>101D Sage Hall</td>
<td>2080 Tulpehocken Road</td>
<td>Unintentional—Popcorn in microwave oven</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11/7/14</td>
<td>10 Willow House</td>
<td>2080 Tulpehocken Road</td>
<td>Unintentional—Electric lamp ignited combustible materials</td>
<td>$21,951.75</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Description of On-Campus Student Housing Fire Safety Systems—Residence Halls/Apartments

<table>
<thead>
<tr>
<th>Building</th>
<th>Area</th>
<th>Total Fires</th>
<th>Sprinkler Protection Full Coverage = All common areas &amp; individual rooms</th>
<th>Fire Alarm System SD (smoke detector) MP (manual pull station)</th>
<th>Monitored Fire Alarm System</th>
<th>Fire Rated Corridors</th>
<th># Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Hall</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Greenbrier Hall</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Sage Hall</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 1</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Laurel Hall</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Oakmoss Hall</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
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<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Sweetwood Hall</td>
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<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Amber House</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Willow House</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 1</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Ivy House</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
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<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Pepperwood House</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Juniper House</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Evergreen House</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>Poplar House</td>
<td>2080 Tulpehocken Rd.</td>
<td>0, 0, 0</td>
<td>Full Coverage</td>
<td>SD / MP</td>
<td>Yes</td>
<td>Yes</td>
<td>8</td>
</tr>
</tbody>
</table>
Fire Safety Education and Training Programs for Students, Faculty, and Staff

University Police, in coordination with Residence Life, provide annual training to Resident Assistants (RA) and Residence Life Coordinators.

Topics addressed during this training include:
1. Fire prevention in the residence hall
2. What to do in the event of a fire
3. Evacuation planning
4. How to report a fire or other emergency
5. How residence hall fire safety systems operate

Resident Assistants and Community Assistants coordinate additional fire safety training and education programs for residence hall students.

Other general safety and fire safety information is available to students, faculty, and staff on the Environmental Health and Safety website: http://www.ehs.psu.edu.

Fire Incident Reporting

Students, faculty, and staff are instructed to call 911 to report a fire emergency.

Immediate notification for a non-emergency incident (e.g., fire is out, evidence that something burned, attempted intentional burning of material) shall be made to:

University Police at Penn State Berks ......................... 610-396-6111

IN CASE OF EMERGENCY

DIAL: 911 on any telephone

If you are on campus, you can reach Penn State Berks Police Services by dialing 610-396-6111.

Penn State Berks Police Services may also be reached by pressing the emergency button on any of the emergency phones located around campus.

Plans for Future Improvements in Fire Safety

Penn State continues to monitor trends related to residence hall fire incidents and alarms to provide a fire-safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff.
PSUAlert

PSUAlert is the name of Pennsylvania State University's mass notification service. This system allows the university to send text messages, voice mails, and e-mails to the campus community concerning weather-related school closings, delays, and other emergencies. The service is available to all employees and students of Penn State. The university does not charge for the service, however there may be a fee charged based on your phone plan. To register, go to http://psualert.psu.edu and follow the instructions.

Register to Vote

All students are urged to register to vote in local, state, and national elections. Go to http://www.votespa.com/portal/server.pt/community/home/13514 for a printable Voter Registration Application. Note that Adobe Acrobat must be loaded to view the Voter Registration Application.